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7 Jun 01

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From: Commandant of the Marine Corps  
To: Distribution List

Subj: **MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS  
MANUAL (Short Title: MCTFSPRIM)**


Encl: (1) LOCATOR SHEET

1. Purpose. This Manual is issued for the guidance and compliance of all Marines concerned in any aspect of Active and Reserve personnel reporting.
2. Cancellation. MCO P1080.40B (MCTFSPRIM) and Software Release Notices 2-98 through 2-00.
3. Summary of Revision. This revision contains a substantial number of changes, and must be completely reviewed. The following are the significant changes:
  - a. Organizes chapter layouts, Figures and Tables. (See Introduction pages iii - viii).
  - b. Adds links to websites throughout.
  - c. Adds PersTempo information, paragraph 91001.
  - d. Adds Administrative RUC information, paragraph 60201.
  - e. Adds new UD/MIPS information, paragraphs 20110 and 120502.
  - f. Adds MGIB SR Kicker reporting information, paragraph 50504.
  - g. Adds new reporting instructions for Family Members/Dependant Data, paragraph 50701.
  - h. Adds new reporting instructions for Composite Score enhancements, paragraph 70601, and remedial computations, paragraph 70608.
  - i. Adds Supplementary MOS information, paragraph 50904.
  - j. Adds new reporting instructions for Marksmanship, paragraph 51301.
  - k. Adds Marine Corps College Tuition Assistance Program (MCTAP) information, paragraph 51802.
  - l. Adds new reporting instructions for BAH, paragraph 80204 and OHA, 80210.
  - m. Montgomery GI Bill (MGIB) enrollment for Veterans Education Assistance Program (VEAP) participants, paragraph 51600.
  - n. Adds new Dental/Tricare Dental information, paragraph 80801.

**DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.**

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4. Recommendations. Recommendations for changes to this Manual are invited and should be submitted to the CMC (MI) via the appropriate chain of command.
5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
6. Certification. Reviewed and approved this date.

  
B. S. HOWELL  
By direction

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## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change



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## INTRODUCTION

### 00001. PURPOSE.

This Manual promulgates policies, procedures, and technical instructions regarding automated manpower systems and subsystems. This Manual also provides instructions for reporting and verifying information maintained in these systems.

### 00002. RESPONSIBILITY.

The Deputy Chief of Staff for Manpower and Reserve Affairs M&RA (MIF), under the direction of the CMC, is responsible for the currency, accuracy, and modification of this Manual. Commanders are responsible for physical maintenance and timely entry of changes in their copies of this Manual.

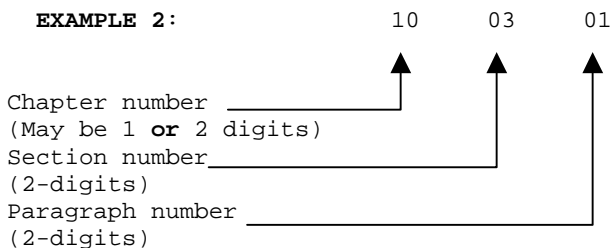
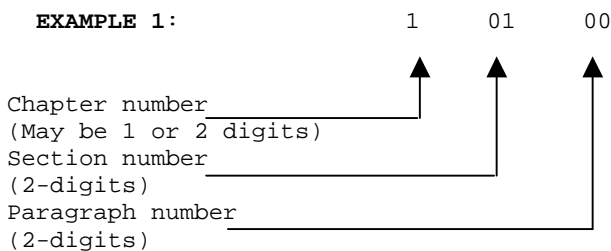
### 00003. ALLOWANCES AND MISSING PAGES.

Requests for changes in the authorized allowance for this Manual will be forwarded to the CMC (ARE). This request must be submitted per MCO P5600.31. Missing pages should be obtained by requisitioning the basic Manual and/or pertinent change(s) per MCO P5600.31.

### 00004. ORGANIZATION.

1. This Manual is organized in chapters and sections. The chapters are numbered sequentially and are listed on the contents page. The chapters and sections of chapters are numbered sequentially and listed on individual chapter content pages.

2. Paragraphs in this MCTFSPRIM are numbered in a *possible* six digits, with further division of subparagraphs shown in small letters, numbers within parentheses, small letters within parentheses, etc. The first digit is the Chapter number (or first two digits, as in the case of Chapter 10, 11, 12, etc.), the second two digits identifies the particular Section, The remaining numbers identify the particular part of a section and major paragraphs thereof. The digit(s) to the right of the decimal identify the specific paragraph or subparagraph. For example, 40103.2b(2) refers to chapter 4, section 1, paragraph 03, subparagraph 2b(2). (also see **EXAMPLE 1 and 2** below).



3. Pages are numbered by chapter number; that is, the fourth page of chapter 3 appears as 3-4, and the fourth page of chapter 10 appears as 10-4.

4. The above numbering is the same in the Index:

**EXAMPLE:**

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**ABSENCE REPORTING. . . . .11-8**

Chapter number

Page number

00005. CHANGES.

Changes to this Manual will be made with printed page replacements for pages that are to be modified. Changes will be numbered consecutively and recorded on the page provided for that purpose.

00006. USE OF ABBREVIATIONS AND ACRONYMS. Abbreviations and acronyms are used extensively throughout this Manual. A list of abbreviations and acronyms used in the text is provided in appendices A and B.

00007. METHOD OF CITATION.

Reference to this Manual or to specific paragraphs of this Manual will be made as follows:

1. For general reference or for those instances where many paragraphs and/or subparagraphs are to be referenced in the same communication (specific references contained in the body of the communication):

Ref: (a) MCO P1080.40

2. For personnel records and forms (except when reference (a), above, is not used, use only MCTFSPRIM, par. 120101):

Ref: (a) MCTFSPRIM, par. 20005.2m(1)(a)

3. For directives:

Ref: (a) MCO P1080.40, MCTFSPRIM, par. 50107.3a

4. For correspondence:

Ref: (a) MCO 1080.40, par. 50107

5. All references to other Marine Corps Orders, DoD Directives, Websites or any other orders or manuals are listed at the beginning of each Chapter. (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)

00008. USE OF UD STATEMENT FORMATS AND EXAMPLES.

1. UD statements which contain the English description for the Type Transaction Codes (TTC's) entered on the On-Line Diary and UD/MIPS applications are used throughout this Manual. Instructions on what data to enter are included with statements. An illustration of a UD statement is shown below:

DEL\_\_\_\_\_ | ADD\_\_\_\_\_ |

Action date of statement  
to be deleted

Normal statement to be deleted

Action date of statement to be added

Normal statement to be added

2. **EXAMPLE** entries are provided throughout this Manual. These examples show how a complete statement should look on the UD. **EXAMPLE** entry:

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<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
PLAGGE	KJ	0123459789	200001231 RIFLE 042

00009. USE OF FIGURES AND DECISION LOGIC TABLES (DLT'S).

1. Figures and DLT's are visual aids used to portray information graphically. A figure is used to convey explanatory information. A DLT is used to help the reader arrive at the correct decision or answer after considering all the alternatives. Figures and DLT's are identified by number. The digit before the hyphen indicates the chapter number; the digits to the right of the hyphen indicate sequence of the figure or DLT within the chapter. Both figures and DLT's may be used in a chapter. Figure 5-1 is the first figure of chapter 5. Table 5-1 is the first DLT in chapter 5. The difference between a DLT and a figure is denoted by the word "table" or "figure" and not by the numeric identification.

2. DLT's are used in this Manual to simplify instructions which are complex and would require an excessive amount of written explanation. A DLT usually contains the following segments:

- a. Table number to identify the particular table.
- b. Table heading to identify the subject material in the table.
- c. Column heading, designated alphabetically; i.e., A, B, C, and so forth.

d. Rules to identify certain statements of condition or action. Rules are designated numerically; i.e., 1, 2, 3, and so forth. Statements of condition are to the left of the table and Statements of action are to the right of the table.

TABLE NUMBER--TABLE HEADING.				
R U L E	A	B	C	D
	Column Heading	Column Heading	Column Heading	Column Heading
1				
2				
3				
4				

3. Proper use of a DLT is assured by adherence to the following rules:

- a. To find the solution, begin at the upper left of the table.
- b. Select the most accurate or applicable rule in each column.
- c. Always proceed down and right; never up.

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d. Never return to the left as you advance to find the solution or decision.

e. All of the conditions in a selected rule must be applicable to the situation at hand. When you enter the right most column of the applicable rule the decision will be found at the end of the process.

TABLE 5-12--CRA AND RCRA DATES				
R U L E	A	B	C	D
	When the Marine (See notes 1, 2, and 3)	and	and	then the
1	enlists in the USMC	has no prior USMC or USMCR Service	is assigned to	CRA date is the day of entitlement
2	enlists in the DEP			CRA date is the day of assignment to AD
3	is restored to duty from confinement involving punitive discharge	is issued clothing to the extent necessary to meet minimum clothing requirements		CRA date is day of restoration to duty
4	reverts from temporary officer or WO status			CRA date is the same date held prior to the appointment to officer or WO status

**NOTE:** All Tables are at the end of each section in each chapter.

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## Chapter 1 MARINE CORPS TOTAL FORCE SYSTEM POLICY AND OVERVIEW

### REFERENCES:

1. DoD Directive 5200.28-R
2. MCO P1070.12, Individual Records Administration Manual (IRAM).
3. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN).
4. MCO P1080.33, Manpower Information Systems Support Office Procedures Manual (MISSO Manual).
5. MCO 5521.3, Personnel Security Investigation Security Clearance and Access.
6. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). Website (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>)
7. Unit Diary/Marine Integrated Personnel System (UD/MIPS) Manual.

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## SECTION 1: MARINE CORPS TOTAL FORCE SYSTEM(MCTFS)

### 10100. INTRODUCTION TO MCTFS.

The MCTFS is the single, integrated, personnel and pay system supporting both Active and Reserve components of the Marine Corps, and personnel management for all retired Marines. The MCTFS is jointly sponsored/owned by the Marine Corps and the Defense Finance and Accounting Service (DFAS). The MCTFS maintains more than 500,000 Active, Reserve and Retiree records that are available to be processed for pay purposes, personnel management or for the production of necessary management reports. The MCTFS uses a single database, a single set of edits and a single set of processes to achieve a high degree of integration to support the Total Force System (TFS).

1. Mission. The mission of the MCTFS is to provide integrated personnel and pay functionality for all active and reserve Marines within a single system and personnel management for retirees, by using a single, logical database which incorporates the records of all active, reserve and retired Marines. Additionally, the MCTFS will provide limited functionality for training and security management matters that pertain to personnel and pay management.

2. Discussion. The system provides for recording, processing, and maintaining of military personnel and pay data on a continuing basis within the Marine Corps. It provides information for pay, personnel administration, and manpower management. It uses an integrated, single logical data base to process transactions, at one central location at the Defense Enterprise Computing Center (DECC) in St. Louis. This supports all operating forces and supporting establishment organizations which total over 800 reporting units (RU's). Use of this information facilitates:

a. Planning and execution of manpower personnel functions, including:

- (1) Personnel Management/Accountability/Security.
- (2) Military pay.
- (3) Training.
- (4) Distribution.
- (5) Assignment/Mobilization.
- (6) Promotion.
- (7) Classification.
- (8) Separation.
- (9) Preparation of budgets.
- (10) Development of improved manpower management techniques.
- (11) Recruiting.

b. Recording historical data of the U.S. Marine Corps.

3. Reporting Purposes. The data collection of the MCTFS is based on the principle of singular reporting. **Whenever practicable, an event is reported when and where it occurs to ensure accuracy and timeliness of reporting.** An item of information is entered into the system only once; thereafter, only changes, deletions, or corrections to this information are reported. MCTFS uses a centralized strategy and management style with decentralized execution at the lowest reporting level. The information maintained within the MCTFS is used for the functions described above. Additionally, the purposes for which information is maintained within the MCTFS are adequately described per the requirements of the Privacy Act of 1974 and manpower Life Cycle Management (LCM) documentation maintained by the Commandant

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of the Marine Corps (Code MIF). Data maintained in MCTFS on Marines is categorized as the Official Electronic Military File (OEMF) for that individual. As such, the OEMF is subordinate in precedence to the Official Military Personnel File (OMPF) maintained by the Commandant of the Marine Corps (Code MMSB). The data contained in the OEMF must be carefully safeguarded under the provisions of the Privacy Act of 1974. Commanders who fail to do so may be held personally accountable.

4. Reporting Feedback. Prompt and complete feedback is essential in the MCTFS. Reporting Units (RU) are provided access to several files holding cyclic data retrievable by the unit as desired. This feedback results in the reentry of corrected data, if required. Usage of the information contained in the data files depicted in the MCTFS Input/Output Model (Figure 1-1) is encouraged by all levels of command and management. Feedback to these levels of command and management via reports and to the RU's via on-line files is critical to the quality control of information within the MCTFS.

5. MCTFS Database. The MCTFS central data base is maintained by DFAS, Kansas City Center (DFAS-KCC) (though it is physically resident at the DECC-St. Louis) and contains all data elements resident in the MCTFS. Information concerning the overall security parameters of the MCTFS is contained in the MCTFS Decision Paper IV as well as within other chapters of this manual. Records containing specified data elements for all military personnel (Active and Reserve components, to include retirees) comprise the Central Master File (CMF). The central data base contains all data elements resident in the MCTFS. The Validation and Extract File 1200 (VEF1200A and VEF1200B), the Headquarters Master File (HMF), and the Headquarters/Albany Extract data bases contain only those data elements required for management at those locations. The information within those data elements is identical to that on the CMF. The HMF is updated weekly and the VEF1200 and Headquarters/Albany Extract are normally updated cyclically from the CMF for shared use.

6. Definitions. Definitions are provided in Figure 1-1 to further assist in understanding the input and output of the MCTFS. On-line terminals or stand-alone computers are used to input data at various administrative management levels. Management reports, and other output are extracted at three primary levels: The RU, intermediate commands (Division, Wing, Base, or MEF for example), and CMC.

7. Reporting Codes. There are reporting codes within the MCTFSPRIM which are provided as a management tool for ease to the user. **The MCTFSCODESMAN is the official authority for codes that will be reported in the MCTFS.** Codes listed within the MCTFSPRIM that are not listed in the MCTFSCODESMAN will be included in future changes to the MCTFSCODESMAN, or are available through the supporting MISSO.



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### 10101. MCTFS MANAGEMENT RESPONSIBILITIES.

HQMC Departments/Divisions and many various commands share the responsibility for providing leadership and management oversight for specific functional areas or specific population groups within the MCTFS. This is required to ensure accurate and timely information is being reported on every Marine in order to provide quality support and service to both the Marine and the appropriate commands to allow for adequate decision-making. The MCTFS employs various data processing equipment to receive input information. Modern data collection/processing methods and equipment are used to provide commanders with timely and accurate information to ensure effective manpower management at all levels of command. Every level of command must be aware of the capabilities and functions of the MCTFS in order to best use the information which the system makes available.

1. Commanding Officers of all units, active and reserve, and HQMC department/division heads are responsible and accountable (at the Reporting Unit (RU) level or Command Reporting Unit level (CRUC)) for reporting events, as they occur, in to the MCTFS on their Marines and other attached personnel to ensure accurate and timely information is available for decision-making purposes.

2. Commanding Generals are responsible and accountable for providing support to major subordinate commands/elements and for ensuring personnel and pay information within the MCTFS is being reported in a timely and accurate manner. Moreover, Commanding Generals should conduct appropriate training and inspections to ensure adequate MCTFS internal controls exist. Manpower Information System Support Offices (MISSO) and Marine Corps Administrative Assistance Teams (MCAAT) have been established and staffed to provide assistance in these matters. Sample inspection guidelines are contained on web sites, [www.lejeune.usmc.mil/mcaat](http://www.lejeune.usmc.mil/mcaat)

3. The Deputy Commandant for Manpower and Reserve Affairs (CMC (M&RA)), under the direction of the CMC serves as the Manpower Functional Manager (FM) and (Systems Command) Program Manager (PM) and is directly and legally responsible for MCTFS policy development. Correspondence pertaining to policy development and guidance for the MCTFS should be addressed to the CMC (M&RA).

4. The Director, Manpower Management Information Systems Division (CMC (MI)) is responsible for and serves as the Program Manager (PM) for functional management of the **manpower** portion of MCTFS to include providing system support, effecting MCTFS procedural policy and overseeing the reporting of data concerning Quality Assurance issues. Correspondence pertaining to the management of the manpower portion of MCTFS should be addressed to the CMC (MI). The MISSO's and MCAAT's are under the operational control of MI Division and assist the Director, MI by providing local FM representation and oversight.

5. The Director, DFAS-KCC, is responsible for and serves as the Functional Manager (FM) for the **military pay** portion of the MCTFS. Correspondence pertaining to the financial management of the MCTFS should be addressed to DFAS-KCC.

6. The Director, Command, Control, Communications and Computer (C4I) Division (CMC (CC)) provides technical oversight and managerial support of the MCTFS and is responsible for data processing operations in support of MCTFS. Correspondence pertaining to data processing operations of the MCTFS should be addressed to the CMC (CC). The C4I, as Chief Information Officer (CIO), will provide guidance on the best use of information technology (IT) strategies suited for the Marine Corps.

7. Certain HQMC Departments and Divisions manage critical functional areas to ensure adequate internal controls exist in the MCTFS at the corporate level in order to provide the support required to our Marines and the Commandant. Specific areas of functional oversight include:

a. The Commanding General, Marine Corps Recruiting Command (MCRC) manages officer and enlisted Non-Prior Service (NPS) accession reporting and Prior Service (PS) active component recruiting, in close coordination with MPP-20 and MPP-30 (Enlisted/Officer Plans), into the appropriate MCTFS feeder systems. The CG, MCRC is also responsible to:

- (1) Ensure initial entry data is entered timely and accurately.

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(2) Ensure reporting issues are coordinated closely with MI Division.

(3) Ensure an adequate system of internal controls/audits exist to facilitate accurate and timely reporting of all newly accessed personnel.

b. The Director, Personal and Family Readiness (MR) Division is responsible for: Casualty, Dependent, Personal Affairs, Drug/Alcohol/Health Affairs, Education and other Quality of Life issues that affect MCTFS reporting procedures.

(1) Reviewing, on a periodic basis, at least quarterly, casualty data in MCTFS.

(2) Reviewing/reconciling records of those Marines in an MIA, DUSTWUN, or other specialized status for accuracy.

c. The Director, Personnel Management (MM) Division manages the active component officer and enlisted assignment functions and Military Occupational Specialty (MOS) assignment. Additionally, the following branches provide specific management as it relates to the MCTFS:

(1) MMEA manages the entire active duty Marine enlisted population and coordinates the assignment of those Marines in the enlisted training pipeline.

(2) MMOA manages the entire active duty Marine officer population and coordinates the assignment of those Marines in the officer training pipeline.

(3) MMPPR manages the promotion efforts and provides functional oversight for both the active and reserve components.

(4) MMSB manages the Official Military Personnel Files (OMPF) and the Performance Evaluation System for all Marines.

(5) MMSR manages the entire retired Marine population and the separated Marine population (for manpower purposes) 24 months after separation.

(6) MMMA manages and coordinates the Awards program for the Marine Corps.

d. The Manpower Policy (MP) Division manages policy that affects the MCTFS from a manpower perspective. MP coordinates policy matters with the Programs and Resources (P&R) Department and DFAS-KCC for military pay.

e. The Director, Reserve Affairs (RA) Division in close coordination with the CG, MARFORRES manages all matters pertaining to the Reserve establishment. Specific areas include:

(1) Management of the "Active Reserve" (AR) officer and enlisted population, the Selected Marine Corps Reserve (SMCR) population and coordination of assignment issues.

(2) Coordination of policy issues and Reserve end strength matters.

(3) Management of the IRR population (to include MTU members), the Standby Reserve (Active Status List (ASL) and Inactive Status List (ISL)), and the IMA population.

f. NAMALA. The Navy and Marine Corps Appellate Leave Activity, under a service level agreement with the Navy, is responsible for managing the record statuses of those Marines on involuntary appellate leave, and for providing assistance to those commands that require such. The NAMALA will coordinate with MI Division on a monthly basis in monitoring those on involuntary appellate leave.

g. MCCDC. The CG, MCCDC, is responsible to coordinate all MOS standards, training, or structure changes affecting MCTFS with the DC/S M&RA with sufficient lead time to ensure timely and accurate reporting.

h. MARCORSYSCOM. The CG, MARCORSYSCOM is required to provide equipment hardware to reporting units for necessary infrastructure support.

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i. The Director, AR Division, is required to provide support for the HQMC staff. As such, the Director, AR will ensure that those administrative functions that pertain to personnel, manpower and pay issues are coordinated with the DC/S M&RA **prior to implementation** to avoid inconsistent policies/procedures.

8. Figure 1-2 portrays the functional and technical management of MCTFS.

### 10102. MCTFS ARCHITECTURE/SYSTEM SUPPORT.

The MCTFS is the most critical Automated Information System (AIS) in the manpower functional arena as it supports all functional areas at both the field and corporate level. As such, it is a key element of the MAGTF C4I architecture and infrastructure. MCTFS includes the following systems definitions/applications for applicable systems support:

1. MCTFS Core Application Sub-Systems. These systems are core application systems that are an integral part of the MCTFS. They meet the Mission Need Statement requirement for providing "current" information on all personnel for decision-making purposes.

a. Unit Diary/Marine Integrated Personnel System (UD/MIPS). The UD/MIPS input/output system supports active and reserve operating (tactical) forces. This system does not require constant on-line connectivity, rather, work can be done off-line and merely uploaded when necessary. This is the primary input/output application system within the MCTFS and can be used from any location worldwide using Marine Corps and DoD command and control support. It requires support from regional MISSO's. This is a class 1A application system.

b. On Line Diary System (OLDS). The OLDS input/output system supports Headquarters, U.S. Marine Corps, other higher headquarters and the supporting establishment, (e.g., Non-FMF commands). The OLDS requires on-line connectivity to the mainframe processing site.

2. MCTFS Associated Systems. Certain information reported, collected, processed, and maintained for MCTFS is common to, or obtained from, other automated information systems. The MCTFS is an integrated system sharing common input and using a common master personnel/pay record. These systems rely upon MCTFS in one fashion or another to receive or send critical data for a variety of decision making purposes. These associated systems are critical to the overall management of Marine Corps matters on a day to day basis.

a. Defense Retiree and Annuitant System (DRAS). The MCTFS has a specialized interface built within to provide retiree pay information on all retirees to the DFAS-Cleveland. The DRAS returns information to the MCTFS regarding personnel information on retirees.

b. By Name Assignment (BNA). The MCTFS provides extracts to this system to assist in the management of entry level assignment support to service schools.

c. Headquarters Accession Management System (HAMS). All prior service Marines without a MCTFS record, Naval Academy graduates and members of the USMC Band have a computer record generated through HAMS by HQMC. Computer records missing from the MCTFS are also accessed via the HAMS.

d. Automated Recruit Management System (ARMS). All prospective officers and non-prior service enlistees have an initial computer record generated through ARMS with terminals capable of input and retrieval located at all recruiting stations, OCS, TBS, and the recruit depots. The ARMS is a system comprised of four separate modules designed to track entry level Marines through the training pipeline. This system begins with the ARMS-RS module which starts storing the enlistee information at the Recruiting station and continues to support the Marine through the MCRD, SOI (MCT) and the Entry Level School (ELS). This is supported by the modules titled ARMS-DEPOT, ARMS-SOI and ARMS-ELS. The ARMS provides information to the MCTFS through the daily cycle starting from the date of accession at MCRD and continuing through graduation day from the ELS.

e. Total Force Retention System (TFRS). The MCTFS has an interface with TFRS that provides information concerning requests for retention, extension of enlistment, lateral moves, and approval action for both Regular and Reserve Marines.

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f. Automated Order Writing Process (AOWP). This system provides information for PCS orders, via an interface with the UD, for Active Duty members in units throughout the Marine Corps.

g. Marine Corps Automated Instruction Management System (MCAIMS). The MCTFS provides a limited amount of pay and personnel data, via an interface from UD/MIPS, for training management at formal schools.

h. Automated Fitness Report System (AFRS). Data is drawn from the MCTFS to assist in maintaining records of fitness reports for Officers, SNCOs and Sergeants for assignment, promotion and management purposes.

i. Defense Enrollment Eligibility Reporting System (DEERS). The MCTFS provides information to the DEERS for identification card input reporting and dependent data for identification of benefits and privileges.

j. Department of the Navy Central Adjudication Facility (DONCAF). The MCTFS provides and receives security information and supports security clearance "action" information for the entire Marine Corps via an interface with DONCAF.

k. Monitor Assignment Support System (MASS). Information from the MCTFS is provided to support officer and enlisted assignment management efforts.

l. Marine Corps Promotion System (MCPS). Information from the MCTFS is extracted to provide data for management oversight of promotions for all Marines.

m. Marine Corps Mobilization Planning System (MCMPS). Data is drawn from the MCTFS to support management efforts for all aspects of mobilization planning.

n. MAGTF Deployment Support System II (MDSSII). The MCTFS provides basic personnel information to the MDSSII, via an interface from UD/MIPS, to support basic manifesting/embark efforts.

o. Defense Manpower Data Center (DMDC). A weekly and/or monthly file of information from the Automated Extract of Active Duty Military Personnel Records (see DODI paragraph 1336.5) and the Reserve Component Common Personnel Data System (RCCPDS) provided to the DMDC via an extract from the MCTFS. This information is used by the DMDC to pass critical data to the Department of Veterans Affairs (DVA), the Internal Revenue Service (IRS) and other federal agencies.

p. Joint Personnel Asset Visibility (JPAV) Program. Information from UD/MIPS is extracted and exported to JPAV to provide visibility to the Commander In Chief or Joint Task Force Commander of USMC personnel within a given AOR.

q. Marine Corps Reserve Support Command (MCRSC) Management System. The MCRSC Management System uses extracts of data from the MCTFS to provide support in the management oversight functionality for members of the Inactive Ready Reserve (IRR).

r. Marine Corps Manpower Operational Data Store (MCMODS). An operational data store that stores current manpower data obtained from MCTFS, the TMR, and other sources. MCMODS is used for decision support, management reporting, and the development of client-server or web-based applications. Updates to MCMODS data must be made in the source system. Once the source system is updated such changes will be reflected in MCMODS during the next scheduled refresh cycle.

s. Total Forces Data Warehouse (TFDW). TFDW maintains historical data obtained by capturing a monthly 'snapshot' of the MCTFS database and certain transactions reported into MCTFS during the month.

t. Systems not listed above are not authorized to draw or store data from the MCTFS. A written justification request from the sponsor must be sent to the CMC (MI) listing the purpose per the Privacy Act of 1974.

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### 10103. ACCESSION OF COMPUTER RECORDS INTO MCTFS.

1. Personnel entering the Reserve component from the Regular component, whose records were dropped at the end of the required Active Duty (AD) service, are maintained in MCTFS in the new Reserve status.
2. Reserve Recruit Accessions. Records for NPS recruits, who report directly to the recruit depots, will be accessed into MCTFS upon assignment to IADT. Records for NPS recruits, who perform IDT with their SMCR unit (Training Pay Category P) before reporting to recruit training, will be joined using the instructions in Chapter 3 for ECCO (accession) data and Chapter 6 for initial joins (joining records to the MCTFS file for the first time).
3. Immediate Reenlistment. The UD statement reporting an immediate reenlistment will update MCTFS.
4. Broken reenlistment or records missing from the MCTFS File. When a PS Marine reenlists, and has no MCTFS record, or it is determined that the record is missing from MCTFS, the RU will report an initial join entry after submitting a request for accession message as directed in Chapter 3.
5. Reservists Assigned to AD (31 Days or Longer). (Exclude mobilization, reserve units involuntarily recalled under Presidential callup authority, and reservists ordered to recruit training.) The parent Reserve unit must report the appropriate transfer to active duty entry per Chapter 6. The AD RU with the MCC to which the reservist reports must report an initial join entry per Chapter 6. Determination of which reservists should be transferred to active duty under different conditions is as follows:
  - a. A reservist assigned to a period of AD for 31 days or longer will be transferred to active duty.
  - b. A reservist assigned to AD for a period of 30 days or less will not be transferred to active duty.
  - c. A reservist assigned to AD for a period of 30 days or less and then extended for a period or periods of 30 days or less for each extension will not be transferred to active duty. See Chapter 6 for further guidance.
  - d. A reservist assigned to AD for 30 days or less and receiving an extension of more than 30 days will be transferred to active duty with the ED being the first day of the extension. See Chapter 6 for further guidance.
6. Reservists Who Do Not Report for AD. When a reservist does not report for AD as ordered, the CG, MARFORRES will determine if the Marine is in an unauthorized absence status by reason of failure to report. If the CG, MARFORRES excuses the failure to report, the orders will be modified or cancelled. When failure to report is not excused by the CG, MARFORRES and the Marine is declared a deserter, refer to Chapter 7 Section 3 for instructions.
7. Reservist's Orders are Modified or Cancelled. When a reservist's orders are cancelled or the report date is modified, and a transfer to active duty has previously been submitted, the active duty site commander/I-I/supervisor of the activity from which the reservist departs will refer to Chapter 6 for instructions.

### 10104. MCTFS PROCESSING.

1. Reporting Personnel Data. The UD is the basic input medium of the MCTFS and is used to report personnel gains and losses, establish information and change, delete, or correct previously reported information based on day-to-day occurrences. In addition, MCTFS pay unique data elements are reported by Marine Corps Disbursing Officers (DO) and the DFAS Finance Officer (FO).

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## 2. Reporting Data in MCTFS

a. MCTFS Processing Cycles. MCTFS processing, or computer record update cycles, are normally run five times every week (Sunday through Thursday) but may be run seven days a week for major contingencies, if required. The OLDS welcome menu screen contains information regarding cycle numbers and cut-off and processing dates. All unprocessed UD's certified prior to the cycle cut-off date are electronically transmitted to a collection or batch file at the DFAS-KCC.

b. MCTFS Processing. Transactions on collected UD's are edited to ensure they meet specified logical conditions which will allow them to be processed against the Central Master File (CMF) which contains all individual computer records. Transactions which pass these edits then update the CMF. Some transactions may fail to update the CMF, or may create conditions of which the RU must be advised. Information on these transactions is returned to the units via their Diary Feedback Report (DFR) (Figure 1-7). Transactions which do not create error conditions update computer records. The RU can assume that transactions not referenced on the rejected transactions were successfully processed. Information on the status of UD's is also returned to the unit after each processing cycle and is contained on the Diary Statistics Report (DSR) (see flowchart on Figure 1-8). Numerous transactions are passed to the advisory file. Units must check both the advisory and error files. Information on transactions processed during each cycle is contained on the MCTFS via MCTFS Retrieval.

c. Updated MCTFS Records. Records which have been updated during MCTFS cycles may be viewed using MCTFS. (See chapter 2, section 3.) The Leave and Earnings Statement (LES), Basic Individual Record/Basic Training Record (BIR/BTR), Record of Emergency Data (RED), Record of Service (ROS) and unit quality control reports also reflect the current condition of the CMF as of the processing date. Information reported to update or change the computer records will be submitted by using one of three other types of statements. The method of processing depends on the type of statement submitted, and the type of transaction being reported. Types of statements are described in Chapter 2. A brief description is included herein to help explain how data is processed in the MCTFS.

(1) Normal Statement. Used to report information that has not been previously reported. For certain transactions (identified as GROUP D in chapter 2), normal statements are used to report correct information to replace erroneous information previously entered into the computer record.

(2) Deletion Statement. Used to delete erroneous information which was previously entered into the computer record. A deletion statement is limited to certain select types of transactions (identified as GROUP A, B, C or E in chapter 2).

(3) History Statement. Information reported on the UD for historical purposes does not update the computer records. This type of information is reported with historical statements, which are passed through the system and appear on the Transaction Research File (TRF). See Chapter 2 for additional information on historical statements.

## 3. Steps to On-line Processing. Figure 1-7 provides a chart which shows the on-line flow of information.

a. Step 1. Basic format edits are performed during UD input, and changes can be made by the UD clerk until the UD is certified. The certifier can decertify a UD if later changes are necessary, up until the UD is transmitted by the input site to the DFAS-KCC.

b. Step 2. The DFAS-KCC removes all certified UD's from the UD preparation file, flags them as processed, and transmits them for processing.

c. Step 3. On-line UD's are processed only at the DFAS-KCC.

(1) Those entries that process properly are posted to the CMF. Those entries which fail are assigned an advisory number and are then added to Part II of the DFR. Information on Marines in the RU input by other units, such as HQMC, computer-generated messages, TAD/FAP units, or former units will be included in the parent RU's DFR. From this report, the RU

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**must** take action on those rejected entries and advisory messages identified therein.

(2) Each transaction is edited to ensure that the type of transaction is compatible with the type of statement reported.

(a) If a delete/add is reported, the delete and the add must be of the same type of transaction and must be listed in GROUP A, GROUP B, or GROUP C for date/time changes only.

(b) If a delete as erroneous is reported, the transaction must be listed in GROUP C.

(c) All delete/add and delete as erroneous statements not meeting these requirements are rejected.

(3) When a "delete as erroneous" is processed, the information will be deleted only if the information to be deleted is present in the computer record.

(4) When a "delete/add" is processed, if the information to be deleted is contained in the computer record and if the add statement is valid, the delete/add is accepted. The information to be deleted will be removed from the central master computer record and the add statement will be entered into the computer record. If either the delete or the add is rejected, both will be rejected.

4. File Purification(PUREX). In addition to the processing of information received from RU's, all computer records are examined on a recurring basis with the use of utility programs processed at the DFAS-KCC. This examination of records will check certain items to see if generated changes should be made or if the unit should be alerted to submit changes. For example, the Rotation Tour Date (RTD) is examined during this process. If the RTD has expired, there will be an entry on the DFR advising the RU to take appropriate action. For further information see Chapter 12, Section 4 (BIR/BTR AUDIT PROCESS).

### 10105. CONTENT OF INDIVIDUAL COMPUTER RECORD.

1. The MCTFS record for each individual Marine is maintained by the DFAS-KCC. The manpower information portion of the record includes all the data elements maintained on the record. The MCTFS record also includes the pay data on each individual Marine. Over 1800 possible data elements are held on each Marine's MCTFS record.

2. Commanders should be familiar with the contents of the MCTFS computer record and be aware of the UD reporting requirements necessary to maintain these records accurately and in a timely manner. Additionally, the commander should determine what information is available from the MCTFS in the form of reports (both on-line and UD/MIPS reports).

### 10106. DEFINITION OF MANPOWER INFORMATION SYSTEM (MIS) TERMS

1. Reporting Unit (RU). An administrative activity which is required to maintain a MIS through UD submission, and reports verification for all personnel assigned to that activity. A unit MIS is normally performed battalion, squadron, separate company, Marine Security Force Units, Marine detachment, and I-I staff levels.

2. Subunit (SUB RU). A Sub RU is capable of self-administration, including MIS reporting, formed as an element of a parent RU. Subunits are formed specifically to provide personnel administration reporting capability for an element of personnel physically separated from the parent unit.

3. Monitored Command Code (MCC). A three-byte alpha/numeric code assigned for identification and control purposes to a command, unit, activity, or an individual billet to which assignment of personnel is controlled by the CMC (MM).

4. Command Reporting Unit Code (CRUC). The CRUC is the unit, generally the RUC of the senior command with an MCC, that has the authority to issue PCSO.

5. Reporting Unit Code (RUC). A five-byte numeric code assigned to identify a unit,

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activity, or SUB RU. RUC's are also assigned to identify echelons of commands which may not submit UD's; e.g., division, regiment, aircraft wing, and aircraft group.

6. Administrative Reporting Unit (Admin RUC). A five- byte numeric code assigned to identify a unit. (See paragraph 10108). **Only reporting units which report with UD/MIPS** can utilize the ADMIN RUC configuration. Commands which are serviced by a consolidated administrative center using these new RUCs will still maintain visibility over their unit's personnel data through the reconciliation process of UD/MIPS.

**Note: Members will never be assigned to administrative RUCs (45000-46999).**

7. Intermediate Command. An intermediate command is any echelon other than HQMC which exercises administrative supervision over other RU's. Examples are regiments, divisions, groups, wings, bases, stations, and other activities where several RU's exist within a command. Intermediate commands operate within the overall system as agencies of control and supervision.

8. Manpower Information System (MIS). The MIS encompasses the tasks and functions required to maintain and utilize accurate records in the MCTFS data bases. These tasks and functions include:

- a. Reporting information changes on the UD.
- b. Reconciling the DFR, and if required, reconciling the Commanders Unit Diary Data Base (CUddb).
- c. Verifying records through the audit of:
  - (1) BIR/BTR/RED/LES.
  - (2) DMR.
  - (3) Unit requested rosters and reports ((UD/MIPS) (SMARTS) IMPROMPTU/ODSE).
  - (4) RED.
  - (5) ROS.
  - (6) Inconsistent Conditions Report (ICR) (monthly in Part III of the DFR).

8. Unit Manpower Information Reporting is reporting events, as they occur, is the responsibility of the CO/OIC of the RU.

9. Centralized Control of Manpower Information Reporting involves centralizing the mechanics of UD preparation and DFR's for the subordinate RU's at a higher echelon. A separate UD is prepared for each subordinate unit that has an assigned RUC. The CO of the higher echelon command is responsible for exercising adequate controls over the system. The responsibility for reporting events as they occur remains with the CO of the RU.

10. Consolidated Manpower Information Reporting is the consolidation of the system reporting for all subordinate units of the command/organization. The CO of the command/organization authorized to consolidate reporting is responsible for reporting events as they occur. Consolidated Manpower Information Reporting must be authorized by the CMC (MI).

11. Command DPI. A data processing installation having computer capability to provide payroll-related services to RU's. The COMD DPI's perform disbursing functions necessary to execute military payrolls from information extracted from the MCTFS master records. This process is not commonly practiced anymore.

### 10107. ASSISTANCE FROM PERSONNEL REPORTING JURISDICTION COMMANDS.

1. Most personnel information required by RU's and intermediate commands can be obtained by proper use of personnel rosters, and other reports requested from the jurisdictional MISSO,



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via the OLDS, or UD/MIPS standard reports. Refer to section 2 of this chapter for further information.

2. Commands discovering the need for data items not included in the MCTFS which are of a continuing nature and are not peculiar to the particular unit or command shall submit recommendations for consideration to the CMC (MI) via their regional MISSO.

### 10108. ASSIGNMENT OF RUC'S, ADMINISTRATIVE RUC AND MCC'S.

#### 1. ADMINRUC.

One ADMIN RUC is used to prepare and submit Uds for the entire command/organization. Subordinate units of the organization do not submit UD's. See Figure 1-4 for an example of how to request assignment of an Admin RUC. Once approved, the ADMINRUC/SUB RU 'UPSFLAG' will be turned on within TABLE 01. See Figure 1-5 for requesting addition or modification of a RUC to an Admin RUC.

2. RUC's. A RUC is assigned upon activation of a unit or SUB RU which requires and is capable of MCTFS reporting, and in certain instances when a unit is redesignated. Requests for assignment of RUC's in other circumstances will be submitted to the CMC (MI) via the chain of command. The request for assignment must include all the information listed in Figure 1-6. Assigned RUC's and MCC's are listed in MCO P1080.20 and are also maintained in the MCTFS computer tables. Printouts of these tables are on file at each MISSO.

3. MCC's. Assignment of MCC's shall be made by DC/S M&RA. Requests for assignment of MCC's, shall be submitted to TFS Division, CG MCCDC Quantico, VA, who will obtain the recommendations of necessary staff agencies prior to final approval.

### 10109. ACTIVATION/DEACTIVATION OF SUB UNITS.

1. Activation. When a group of personnel is assigned to duty in a location away from the parent RU, or is otherwise purposely separated from the parent RU for a period in excess of 30 days, an SUB RU may be activated for the purpose of personnel administration. When more than one SUB RU of a parent RU is activated, the SUB RU's will be numbered in sequence as activated, such as SUB RU 1 or SUB RU 2. The request to activate a SUB RU must be submitted to the CMC (MI) via the chain of command. The request for assignment must include all information listed in Figure 1-6. A request for activation of a SUB RU which will not be capable of self-administration shall contain specific justification for formation of a unit lacking such capability. Also included will be the identity of the unit to be charged with personnel administration/personnel reporting responsibility for the SUB RU.

a. The SUB RU titles will include the identity of the parent RU.

b. A UD entry will be prepared by the parent unit for the date of activation of a SUB RU and will include a HISTORICAL Record of Events entry to report the activation per Chapter 6 Section 7 of this manual. Any personnel assignments to the SUB RU will be reported on the next UD, using individual, volume transactions, and/or group entries as applicable.

c. The initial UD submitted by the SUB RU will be prepared for the date of activation. The entry will include a Record of Events entry to report the activation of the SUB RU. Personnel assigned to the SUB RU will be joined as prescribed in Chapter 6 Section 2.

d. Once activated, a SUB RU functions as a separate RU and for UD purposes is independent of the parent RU and organization with which it is serving. Personnel may be joined from units or commands other than the parent unit without first being joined by the parent RU unit and then reassigned to the SUB RU.

e. The SUB RU's will **NOT** be activated under the following conditions:

(1) For periods of 30 days or less.

(2) When the duty to be performed could be accomplished more practically by assigning personnel to TAD.

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(3) When the parent unit would have to prepare UD's for the SUB RU unless specifically authorized by the CMC (MI).

2. Officers in charge of the SUB RU's are charged with the same personnel reporting responsibilities as commanders of the RU's.

3. Deactivation of a SUB RU must be authorized by the CMC (MI).

a. A Record of Events entry to report deactivation will be submitted by the SUB RU on the UD prepared for the date of deactivation. See Chapter 6 Section 7.

b. The parent RU will prepare a UD HISTORICAL Record of Events entry to report the deactivation of a SUB RU. **EXAMPLE:** HIST: RUC SUBUNIT (number and title) DEACTD ON (date).

4. Zero Strength. On the date a RU's personnel strength is reduced to zero, but the unit is not deactivated, a Record of Events entry will be submitted to report this information. Refer to Chapter 6 Section 8.

a. When a SUB RU at zero strength resumes UD submission, the first UD submitted must contain a Record of Event entry to resume personnel reporting. Refer to Chapter 6 Section 8. If the SUB RU is not capable of self-administration, to include personnel reporting, personnel reporting will not be resumed without approval of the CMC (MI).

b. When it becomes necessary to resume UD submission for the purpose of reporting correction entries ONLY, or to deactivate an SUB RU, the next senior unit in the RU's chain of command will prepare a UD.

### 10110. AUTHORITY FOR CHANGING CONTROL OF MIS REPORTING.

1. Centralized Control of MIS Reporting may be authorized by CO's without prior approval from the CMC. Some organizations or commands may find it advantageous to centrally control reporting to achieve greater efficiency and improve performance and better usage of available personnel, equipment, and facilities. Organizations that centrally control reporting will generally find it expedient to authorize subordinate units with assigned RUC's that are deployed/detached from the parent organization to submit UD's directly to the Master File.

2. Consolidated Reporting may be authorized only by the CMC. Requests for authority to conduct consolidated reporting will be submitted to the CMC (MI) with appropriate justification. The request should indicate whether subordinate units are to be deactivated or reduced to zero strength. Upon approval, the CMC (MI) will provide instructions regarding the deactivation/reduction to zero strength of subordinate units. Organizations that consolidate reporting functions in the MCTFS may have subordinate units which are to be deployed/detached from the parent activity for which unit personnel reporting is desired. If the subordinate unit was previously deactivated, authority for activation must be requested from the CMC (MI). If the subordinate unit is at zero strength with an assigned RUC, it will be reported from zero strength and normal reporting resumed.

### 10111. RU COMMANDER'S SPECIFIC RESPONSIBILITIES.

The reporting unit commander is responsible for:

1. The accurate, timely, and complete reporting of personnel manpower and pay information on every Marine within the unit, as well as all unit activities/events/occurrences that require reporting.

2. The accurate preparation and timely submission of the UD. The UD is required to be submitted as soon as possible after a reportable event has occurred.

3. The reporting of data as required by all Software Release Notices, Personnel Administrative Advisories (PAA's), MISSO Broadcast Screens, and any other special notice.

4. The verification and reconciliation of the DFR to ascertain that all UD entries have been

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processed, and the data reported is accurately reflected within the MCTFS.

5. Reporting of appropriate UD entries to ensure the CMF properly reflects the members of the unit. All personnel accountability matters are vital to have an accurate OEMF for each Marine.
6. Verification of the individual Marine's system data and audit of the LES/RED/SGLI/ROS/PES/BIR/BTR and reporting of required UD entries.
7. Verification of the Inconsistent Conditions Report (ICR) and other periodic MCTFS accuracy surveys and reporting of required UD entries.
8. Establishment of a join, return from TAD in excess of 30 days, pre-deployment, and triennial audit internal control process to identify and correct erroneous or missing information. Commanders are encouraged to use exception rosters via UD/MIPS, IMPROMTU, MOL, and ODSE, or any other automated reports to purify information in the MCTFS. The regional MISSO will assist commands with establishing the necessary reports. The MCAAT checklist should be used for the establishment of audit controls.
9. The use and safeguarding of the RU's M-ELSIG, and training on the use of ELSIG's by those personnel who are assigned them. The ELSIG authentication process is a critical internal control and basic safeguard of personnel and pay data in today's world of information warfare. Unit Commanders must recognize that the ELSIG is a vital part of identifying who has access to view, review, report, change, verify and certify data in the UD/MIPS and MCTFS. See Chapter 2.
10. If the RU commander is at a Command Reporting Unit Code (CRUC), the unit will have the additional responsibility of reporting and accounting for PCSO Reports, and all associated reporting with this function.
11. Unit commanders are required to establish and maintain MOS and functional training programs for their administrators and all personnel who are granted access to MCTFS. Minimum training elements will include training concerning:
  - a. Security and safeguarding information in the MCTFS.
  - b. Accuracy and timeliness of reporting information.
  - c. Responsibility of reporting Pay and Personnel information.
  - d. MOS Individual Training Standards per MCO P1200.7. (ITS for OccFld 01).

### 10112. REPORTING RESPONSIBILITIES FOR RESERVE AND RETIREE RECORDS.

1. The AD site commander's for aviation SMCR units and the I-I's for ground SMCR units are responsible for the actions listed in paragraph 10111 for members of their respective SMCR units.
2. The CG, MCRSC is responsible for the actions listed in paragraph 10111 for members of the IRR, Standby Reserve, IMA's and MTU's.
3. The CMC (MMSR) is responsible for the actions listed in paragraph 10111 for members of the FMCR and for Retirees.

### 10113. INFORMATION SECURITY/WARFARE.

1. Many personnel may potentially attempt to use the data from MCTFS in unauthorized manners, to attempt to destroy the integrity of the data, to infect the system with a virus, or to cause loss of service or other irreparable damage. To combat this, a variety of security profiles and audit methods are utilized to allow the system security administrators to track who enters the system, and a variety of other information. Security profiles are used to shield the system from the types of attacks mentioned above. To do so, the DFAS-KCC provides overall system security within the Kansas City domain in close coordination with the

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Director, DECC St. Louis and the CG, MCCDC, to ensure that information warfare concerns are met.

a. System Entry. Those individuals authorized to enter or change data within MCTFS are required to use a two-person system of checks and balances requiring an Electronic Signature (ELSIG) authentication code (which is automatically generated by the system after initial issue). Those who "view only" are still required to have an ELSIG, but may not make changes to the data. Per the FIP and GAO Policy Manual for Electronic Reporting Systems, MCTFS is classified as a highly sensitive, unclassified system. CO's and HQMC reporting agencies may not waiver from this security process. During normal MCAAT reviews, this will be a formal evaluation of the unit's system security measures. The Director, DFAS-KCC has promulgated a MCTFS System Security Manual that is applicable to all commands and HQMC agencies.

b. System Integrity. Various agencies check the data integrity on a daily, weekly, monthly and periodic basis to ensure the data entered and extracted is correct, not corrupted, and not released to unauthorized personnel. Additionally, MCTFS itself has a wide variety of management reports that are either automatically generated, or generated upon request to ensure system integrity.

c. Security Precaution Measures. All commanders, FO's, DO's and all CMC RU's are required to report any suspected violations to their supporting MISSO and/or Terminal Area Security Officer (TASO). **Unauthorized access and release are punishable under numerous** provisions of the Privacy Act of 1974 and DoD Directive 5200.28-R. Significant security violations must be reported within 24 hours to either the CMC (MI) or to the Director, DFAS-KCC, as per MCO 5521.3, Personnel Security Investigation Security Clearance and Access.

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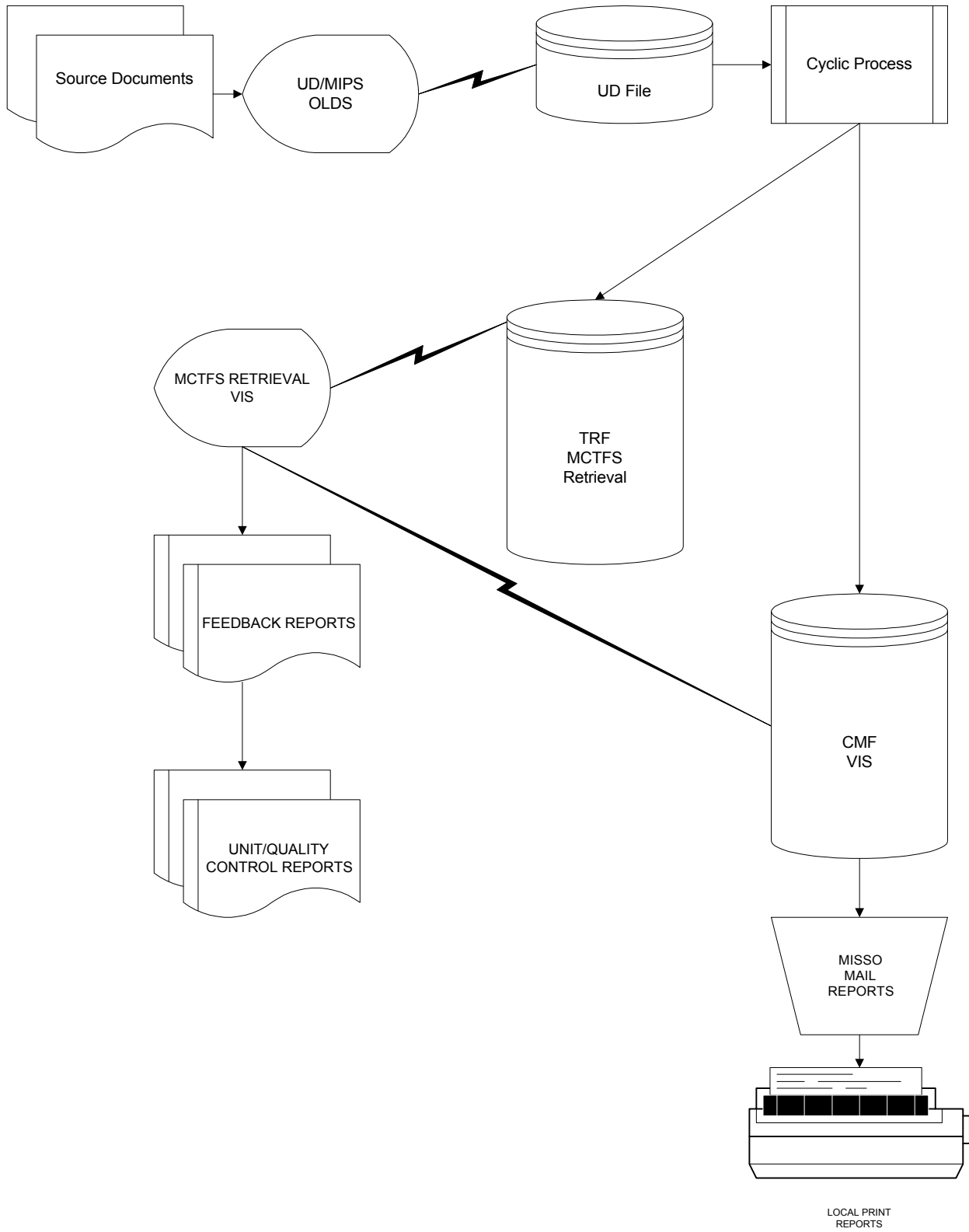


FIGURE 1-1.--MCTFS INPUT/OUTPUT MODEL.

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## MCTFS MANAGEMENT STRUCTURE

<b>MANPOWER FUNCTIONAL MANAGEMENT STRUCTURE</b>
<b>CMC (M&amp;RA)</b>
<b>CMC(MI)</b>
<b>MISSE'S</b>
<b>REPORTING UNITS</b>

<b>FINANCIAL FUNCTIONAL MANAGEMENT STRUCTURE</b>
<b>CMC (RFL)</b>
<b>DIRECTOR DEFENSE FINANCIAL AND ACCOUNTING SERVICE</b>
<b>FINANCE OFFICES</b>

<b>MCTFS TECHNICAL MANAGEMENT STRUCTURE</b>
<b>CMC (CC)</b>
<b>DIRECTOR, TSO</b>

FIGURE 1-2.—MCTFS MANAGEMENT STRUCTURE.

## UNIT DIARY PROCESS

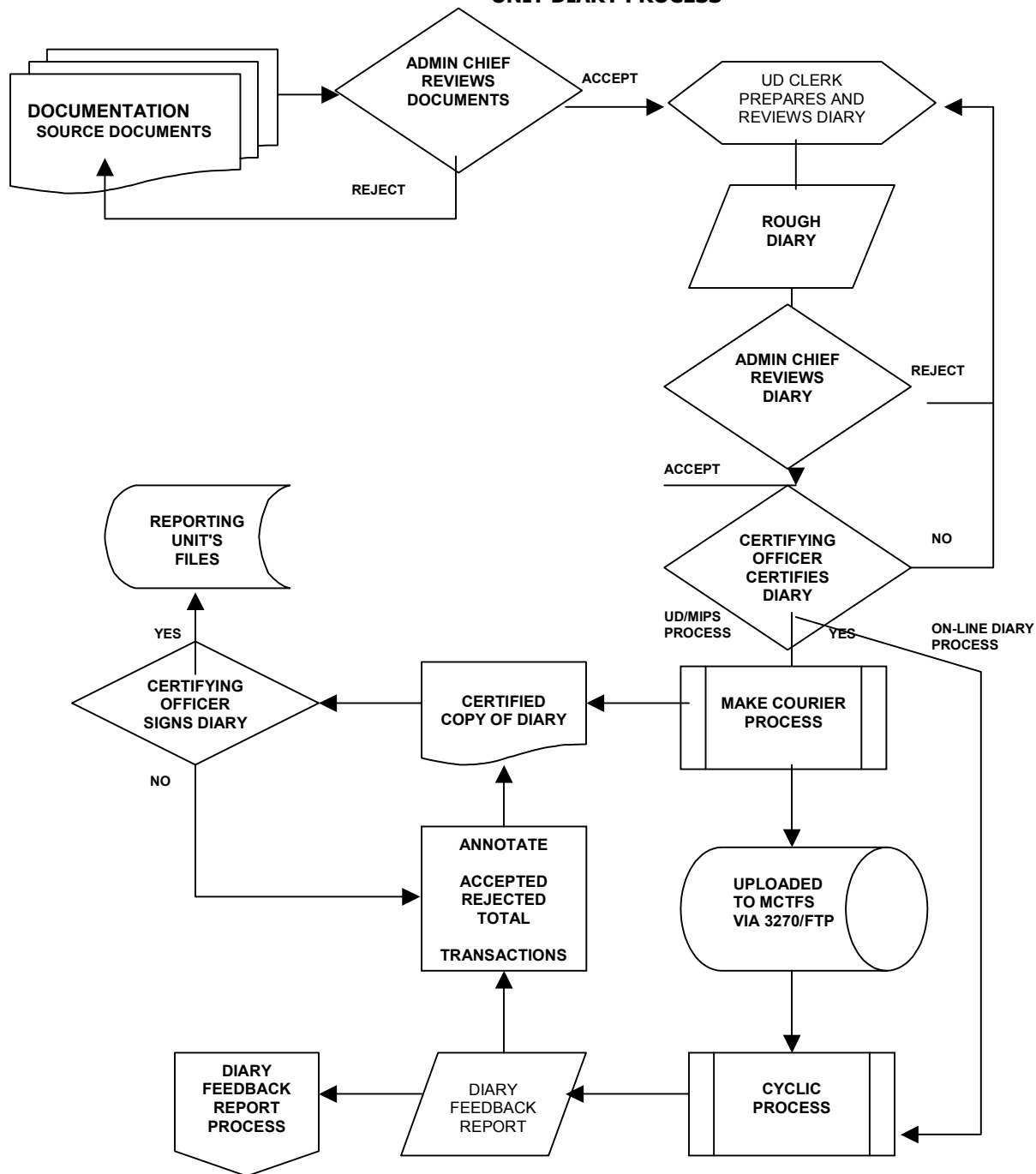


FIGURE 1-3.--ON-LINE UD SYSTEM PROCESSING.

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FROM: (COMMAND REQUESTING ADMIN RUC)

TO: CMC WASHINGTON DC//MI//

INFO: (APPROPRIATE JURIS, MISSO)

DFAS KANSAS CITY MO//TSO//

(CHAIN OF COMMAND)

UNCLAS //N01080//

SUBJ/REQUEST FOR ADMIN REPORTING UNIT CODE (ADMIN RUC)

REF/A/DOC/CMC MIF/YMD:

AMPN/REF A IS MCO P1080.40, MCTFSPRIM//

RMKS/1. PER THE REFERENCE, REQUEST ASSIGNMENT OF AN ADMIN

REPORTING UNIT CODE (ARUC) FOR THE FOLLOWING UNIT:

UNIT TITLE AND NAME OF CONAD:

PARENT MCC: (FOR THE SUPPORTED UNITS)

JURIS CODE:

2. THE ADMIN RUC WILL SUPPORT THE FOLLOWING ASSIGNMENT UNIT CODES.

A. PRESENT RUC, TITLE, PRIMARY MCC, ALL ADDITIONAL MCC'S AND DESIRED REPORTING STATUS (SELF-REPORTING/OR CONAD REPORTING).

B.

C.

D.

3. REQUESTED DATE OF CONSOLIDATION: (ALLOW A MINIMUM OF TWO WEEKS FROM THE DATE OF REQUEST)

4. JUSTIFICATION:

5. POINT OF CONTACT FOR THIS UNIT IS: (RANK, NAME, and PHONE NUMBER).

FIGURE 1-4.--REQUEST FOR ADMIN RUC



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REQUEST FOR ADDITION/MODIFICATION OF RUCS TO ADMIN RUC

FROM: (COMMAND REQUESTING ADMIN RUC)

TO: CMC WASHINGTON DC//MI//

INFO: OIC APPROPRIATE JURIS, MISSO

DFAS KANSAS CITY MO//TSO//

(CHAIN OF COMMAND)

UNCLAS //N01080//

SUBJ/REQUEST FOR ADDITION (OR MODIFICATION) OF RUC'S TO ADMIN RUC

REF/A/DOC/CMC MIF/YMD:

AMPN/REF A IS MCO P1080.40, MCTFSPRIM//

RMKS/1. PER THE REFERENCE, REQUEST ADDITION (OR MODIFICATION) TO ASGN UNIT CODES SUPPORTED BY THE FOLLOWING ADMIN RUC.

XXXXX

UNIT TITLE AND NAME OF CONAD:

PARENT MCC:

JURIS CODE:

2. THE FOLLOWING ADDITIONS (OR MODIFICATIONS) TO THE ASGN UNIT CODES SUPPORTED BY THE ABOVE ADMIN RUC ARE REQUESTED.

A. ADD: PRESENT RUC, TITLE, PRIMARY MCC, ALL ADDITIONAL MCC'S AND REPORTING STATUS (SELF REPORTING/OR CONAD REPORTING),

B. MODIFY THE REPORTING STATUS OF: PRESENT RUC, TITLE, PRIMARY MCC, ALL ADDITIONAL MCC'S TO BECOME SELF-REPORTING (OR CONAD REPORTING).

C.

D.

3. REQUESTED DATE OF ADDITIONS (OR MODIFICATION): (ALLOW A MINIMUM OF TWO WEEKS FROM THE DATE OF REQUEST)

4. JUSTIFICATION:

5. POINT OF CONTACT FOR THIS UNIT IS: (RANK, NAME, and PHONE)

FIGURE 1-5.--REQUEST FOR ADDITION/MODIFICATION OF RUCS TO ADMIN RUC

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FROM (COMMAND REQUESTING RUC)

TO CMC WASHINGTON DC//MIF//

INFO CG/CO OF THE PERSONNEL REPORTING JURISDICTION WHERE COMMAND IS LOCATED  
IDT DFAS-KANSAS CITY CENTER KANSAS CITY MO//  
(CHAIN OF COMMAND)

UNCLAS //NO1080//

SUBJ: REQUEST FOR REPORTING UNIT CODE (RUC)

A. MCO P1080.40, MCTFSPRIM

1. PER THE REFERENCE, REQUEST ASSIGNMENT OF A RUC FOR THE FOLLOWING UNIT:

- A. UNIT TITLE
- B. COMPLETE UNIT MAILING ADDRESS
- C. LOCATION CODE (STATE/COUNTY)
- D. LOCATION CODE (CITY/COUNTY)
- E. COMMAND DPI CODE
- F. DSSN
- G. TYPE CURRENT DUTY CODE
- H. JURIS CODE
- I. PEN
- J. RCN
- K. JUSTIFICATION

2. POINT OF CONTACT FOR THIS UNIT IS:

FIGURE 1-6.--REQUEST FOR RUC ASSIGNMENT.

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TABLE 1-1 PRIMARY (P) AND SUPPORTING (S) ROLES FOR DATA MANAGEMENT.								
Agency	Accessions	Promotions	AD Officer and Enlisted Population Assignment	Res Officer and Enlisted Population Assignment	Active End Strength	Reserve End Strength	Retirees	Audits and Internal Controls
RUC		P (E5 AND BELOW)			S	S	S	P
CRUC		P (E5 AND BELOW)			S	S	S	P
MCRC	P				S	S		P
MFR				P	S	P	S	P
MI DIV	S	S	S	S	S	S	S	P
MM DIV		P	P		S	S	P	P
MP DIV					P	S		P
RA DIV				P	S	P	S	P
DFAS							S	P

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## SECTION 2: SYSTEM MANAGEMENT AND OPERATIONS

### 10200. PERSONNEL REPORTING JURISDICTION COMMANDS.

1. The local representative of CMC functional manager is the MISSO's and RU's.
2. The CMC (MI) is designated as functional manager for the MIS including the manpower portion of the MCTFS. CMC's field representative in each JURIS is the MISSO. The MISSO is responsible for:
  - a. The timely and correct consolidation and submission of the MCTFS information.
  - b. Enforcement of standards for UD submission as set forth in paragraph 20103.
  - c. Directing corrective action in case of failure on the part of RU's to comply with MIS requirements.
  - d. Compliance with all directives and correspondence relating to the MCTFS.
  - e. Providing appropriate technical assistance to RU's experiencing difficulty or upon request.
  - f. Passing information and instructions received from the CMC (MI) as relative to MCTFS.
  - g. Control and assignment of M-ELSIG's within the respective JURIS.
  - h. Control of access to locally held Class I MIS data files.
3. The assignment of RU's to specific personnel reporting JURIS commands is based on:
  - a. Apportioning the workload at the MISSO's.
  - b. Maintaining command integrity.
  - c. Proximity of the RU to the MISSO.
  - d. Method of UD reporting.
  - e. Special reporting needs of a particular group of RU's; for example, I-I staffs.
4. Reporting Units are assigned to personnel reporting JURIS's as follows:

#### SOUTHEASTERN JURISDICTION (JURIS 02)

##### MISSO 02

Manpower Information Systems  
Support Office 02  
Marine Corps Base  
Camp Lejeune, NC 28542-5001

#### Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staffs and 4<sup>th</sup> MAW Active Duty Staffs) located in the following states:

AL, FL, GA, MS, NC, SC, TN, AK, CT, DE, KY, MA, MD, ME, NH, NJ, NY, OH, PA, RI, VA, VT, and WV.

2. MARCORSCTYFOR, Cuba, Europe, Southwest Asia

#### WESTERN JURISDICTION (JURIS 03)

##### MISSO 03

Manpower Information Systems  
Support Office 03

#### Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staffs and 4<sup>th</sup> MAW Active Duty Staffs) located in the

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Marine Corps Base  
Camp Pendleton, CA 92055-0001

following states:

AZ, CA, ID, MT, NV, OR, UT, WA and WY

### PACIFIC JURISDICTION (JURIS 06)

#### **MISSO 06**

Officer in Charge  
Manpower Information Systems  
Support Office 06  
Building 4009  
Marine Corps Base Hawaii  
Kaneohe Bay, HI 96863-5010

### Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staff) located in Hawaii.

### NORTHEASTERN JURISDICTION (JURIS 09)

#### **MISSO 09**

Headquarters, Marine Corps  
Manpower and Reserve Affairs Department  
3280 Russell Road  
Quantico, VA 22134-5103

### Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staffs and 4<sup>th</sup> MAW Active Duty Staffs) located in the following:

District of Columbia.

2. All units not otherwise identified.

### MIDWEST AND RESERVE JURISDICTION (JURIS 16 (Active)/17 (Reserves))

#### **MISSO 16/17**

Manpower Information Systems Support  
Office 16 or 17  
Marine Corps Support Activity  
Kansas City, MO 64197-0001

### Activities in Jurisdiction

1. (Active) All I&I Staffs.  
All 4<sup>th</sup> MAW Active Duty Staffs.  
All units located in the following states:

AR, CO, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, NM, OK, SD, TX, and WI.

2. (Reserve) All Reserve units.

### FAR EAST JURISDICTION (JURIS 27))

#### **MISSO 27**

Manpower Information Systems Support  
Office 27  
MCB, Camp S. D. Butler  
Unit 35002  
FPO AP 96373-5002

### Activities in Jurisdiction

1. All units based in Okinawa.  
2. All units based in Japan.  
3. All units deployed to Southeast Asia.  
4. MARCORSCTYFOR, Diego Garcia.  
5. All UDP units located in Southeast Asia.

5. Correspondence regarding discrepancies or omissions in the assignment of units within each jurisdiction command should be addressed to the CMC (MI).

10201. ESTABLISHMENT OF A MCTFS PROCESSING CONTROL SYSTEM.

In order to support the timeliness and accuracy concepts of UD reporting and processing, the CG providing the jurisdictional MISSO will establish a MCTFS processing control system that adheres to the following standards:

1. MCTFS Document Control Station. A MCTFS document control station will be maintained at the MISSO. The functions of this station are to:

a. Monitor the input of UD's to ensure adherence to the timeliness standards through the

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use of the OLDS monitor reports. The MISSO will issue a delinquency notice to the senior command in each instance when a RU commander does not comply with the timeliness standards in Chapter 2.

b. Upload UD's via Host on Demand or servicing MISSO.

c. Effect prompt distribution of MCTFS output documents to RU's. All documents must be distributed to the RU within 24 hours after they are printed/received. This requirement may be satisfied by adhering to the delivery classification standards prescribed in paragraph 20110.

### 2. Input Scheduling.

a. A schedule will be established for the conversion of UD's or other MCTFS input which require conversion to magnetic form for processing at the Defense Mega-Center (DMC), St Louis. This schedule should coincide with UD delivery deadlines.

b. The MISSO will determine the time when batch processing of UD's will occur so that all MCTFS information is received and acknowledged by DMC, St Louis, in time for the Central Master File (CMF) cycle.

3. In order to support the timely payment of personnel under MCTFS and the information requirements of manpower managers, it is essential that MCTFS as a Marine Corps-Wide Class I Automated System, have priority over all other local applications to include scheduling during prime time, if necessary, to meet the daily cycle requirements.

4. MCTFS Defense Data Network (DDN)/Defense Information System Network (DISN) Transmission. Data messages from MCTFS cycles have priority precedence and will be processed by communication centers in the same manner as priority message traffic. MCTFS traffic will not be preempted by message traffic with the same precedence. During periods of MINIMIZE, MCTFS data traffic that deals exclusively with personnel gains and losses will continue to be transmitted via the DDN.. The DISN is used to connect users with the central computer in DMC, St Louis.

### 10202. MISSA RESPONSIBILITIES.

The Director, MISSA, KCMO will ensure that the following information is maintained in a formal log, and available to MCTFS managers upon request:

1. Cycle number (consecutive by calendar year).
2. Date and time of input to the MCTFS cycle.
3. Date and time of output from the MCTFS cycle.
4. Number of transactions in each cycle.
5. Remarks, to include details when there is a failure to complete a MCTFS cycle.

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## SECTION 3: REPORTING UNIT MANAGEMENT INFORMATION

### 10300. REPORTING UNIT MANAGEMENT.

#### 1. General information.

a. Some of the information included in this section is duplicated elsewhere in this Manual, however, the intent of this section is to consolidate necessary management information. Contained within are instructions on how to use the management tools provided by the MCTFS. In addition, guidelines are provided to enable the commander to evaluate the effectiveness of internal MCTFS procedures.

b. Although this section is an integral part of this Manual and must be maintained, it is recommended that copies be made and retained by the commander for instant reference when required.

c. In addition to the information contained within this section, each paragraph is cross-referenced where appropriate to provide easy access to more detailed information as required.

d. This Manual, MCTFSCODESMAN and MCTFSAPSM are the three references required to prepare the UD and manage MCTFS. **The MCTFSCODESMAN is the official authority for codes that will be reported in the MCTFS.** These three manuals contain all pertinent information concerning MCTFS. **These manuals must be maintained and most importantly must be used.** A common error is to rely upon memory or refer to old documents. MCTFS is dynamic and extensive changes are implemented approximately every 6 months (Oct/Apr).

e. Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A, MCTFS APSM and JFTR. **Refer to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 9 and 12 and the MCTFS APSM). It is imperative that all PAAN's, SAAN's, TAN's, SAO's, PAA's and MISSO advisories are read and maintained at the reporting unit level.

2. Internal Controls. CO's and DO's/FO's must establish written internal control procedures which describe the methods used to ensure accurate and complete reporting of pay-related information. These written procedures should be tailored to fit the needs of each administrative or financial office, and can take the form of any, all, or a combination of the following: Standard Operating Procedures (SOP), individual desk top procedures, unit/organizational directive(s), "tickler files," etc. Regardless of the form of the written internal controls, they must, at a minimum, include: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations; for example, DFAS-KCC, joint reception center, or housing office. Once documented, the internal controls must be complied with and updated as needed.

3. Electronic Signatures (ELSIG's). A Master Electronic Signature (M-ELSIG) is assigned to each Administrative RU or individual RU. Using the M-ELSIG, the commander creates the commander's ELSIG. The commander uses the commander's personal ELSIG to assign/create personal ELSIG's for the Electronic Signature Control Officer (ECO) and/or UD certifiers, reviewers, and preparers in the unit. Once the CO has assigned the ECO, the ECO has the same capability as the CO to assign certifier, preparer or reviewer ELSIG's. CO's should request the M-ELSIG from their servicing MISSO in writing within seven days of the change of command, refer to Chapter 2.

4. Unit Diary (UD). The document most commonly used to enter information into the system is the UD. The following points apply when the UD is being prepared:

a. UD entries must be checked against the entries in this Manual and TTC sequence

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listings. (To be of assistance TTC/SEQ numbers have been added to each paragraph but should still be verified against TTC sequence listings.)

b. When entries require a code, confirm with MCO P1080.20 if not listed within the applicable paragraph in this Manual. **Do not rely upon memory or old UD's.**

c. The source document (for example, leave papers or school completion certificates) will be compared with the UD to ensure the correct transaction has been reported. The source documents will be maintained in the RU's correspondence files unless otherwise stated by applicable directives. MCO P1070.12 contains more detail on source documents filed in the Service Record.

d. Upon joining, every Marine's name, initials, and SSN must be checked to ensure correctness. It is advisable for commanders to use the LES or member's contract to verify this information.

e. A UD is submitted to the CMF for each day that a reportable item occurs (non-workdays excepted). **RU's are not restricted to only one UD per day.** A continuous flow of timely information is imperative. Refer to Chapter 2, Section 1.

f. When the UD is presented to the CO/ECO/Certifying Officer for certification all source documents will be attached.

g. The unit will establish a 30/31 day "tickler" file to monitor transactions that are to be reported at a future date. For example, leave authorization, subsistence entitlements, FSA, TAD periods, or separations.

h. The points listed above are by no means a complete checklist. They are areas where mistakes commonly occur and as such must be closely monitored. Figure 1-4 is a flowchart of UD processing.

6. Diary Feedback Report Index as Feedback Report (DFR). The DFR is explained at length in Chapter 12. (also see Figure 1-7).

7. Record Audits (refer to Chapter 12).

a. The commander is responsible for maintaining an accurate MCTFS computer record on all Marines in the unit. The audit tools provided by the MCTFS include the BIR, BTR, LES, RED, ICR, DMR, UD/MIPS, Disbursing Reports, IMPROMPTU and MCTFS Accuracy Survey.

b. The unit commander will establish a control system to ensure each of the reports is audited as prescribed in Chapter 9. Each RU will establish the system which best suits its needs and strictly adhere to it.

c. In addition to the audit tools provided by the MCTFS, the unit should audit OLDS or UD/MIPS rosters and/or reports created as required to ensure complete, accurate records.

8. Diary Management Report (DMR). The DMR provides CO's with information to assist in evaluation of personnel reporting performance. It includes a timeliness rating and rejection rating listed by the type of transaction. The commander should review this report to ensure the RU's internal control procedures are providing accurate and timely input to MCTFS. For further information refer to Chapter 12.

9. Diary Retrieval System (DRS). The DRS contains all transactions that processed (either successfully or unsuccessfully) in the CMF update cycle. The DRS is made up of three files, the Transaction Research File (TRF), Master Error Control File (MECF), and the Advisory File. Transactions will appear on the DRS for approximately 90 to 180 days. For further information refer to Chapter 12.

10301. INTERMEDIATE LEVEL COMMANDER'S RESPONSIBILITIES.

The following responsibilities apply to intermediate commanders who have an assigned MCC; for example, Division, Wing, FSSG, Air Station, or Base.



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1. Monitor the accession of electronic records for Marines reentering the Marine Corps after a broken reenlistment and assigned for initial duty to that intermediate command. Ensure these Marines, in fact, report for duty.
2. Ensure the prompt resolution of all overdue transient Marines by means of the command DFR.
3. Ensure duplicate reporting requirements are not placed on subordinate units. If requested information is available within the MCTFS, notify the requester to obtain the requested information from the MCTFS.
4. Provide functional area, for example, communications, aircraft maintenance, or motor transport managers with MCTFS information as required to preclude manual personnel systems and duplicate reporting.
5. Ensure that subordinate intermediate commands are managing diary reporting from MCTFS reports.
6. Develop, acquire, and ensure distribution of management reports which are common to subordinate commands.
7. If the unit is a CRUC, then it has the additional responsibility of reporting statements in connection with the PCSO.
8. Make recommendations for MCTFS modifications and address MCTFS-related concerns to the CMC (MI).
9. Make representatives available for MCTFS Conference participation and to the MCTFS functional managers as points of contact regarding MCTFS matters.
10. Assist RU's; with MCTFS reporting and monitor unit adherence to the requirements set forth in this Manual.

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## DIARY FEEDBACK REPORT PROCESS

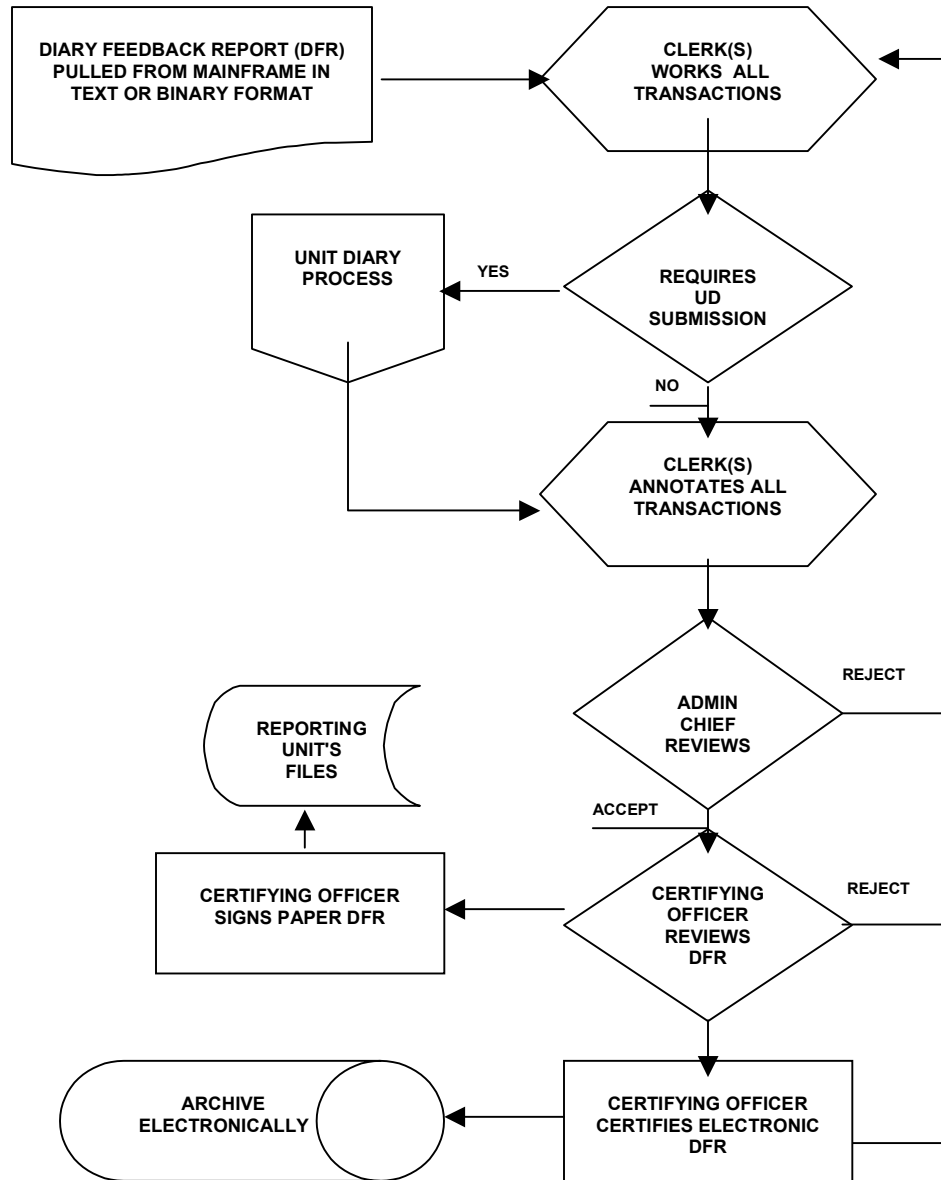


FIGURE 1-7.--DIARY FEEDBACK REPORT (DFR) PROCESS

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DIARY STATISTICS REPORT (DSR)

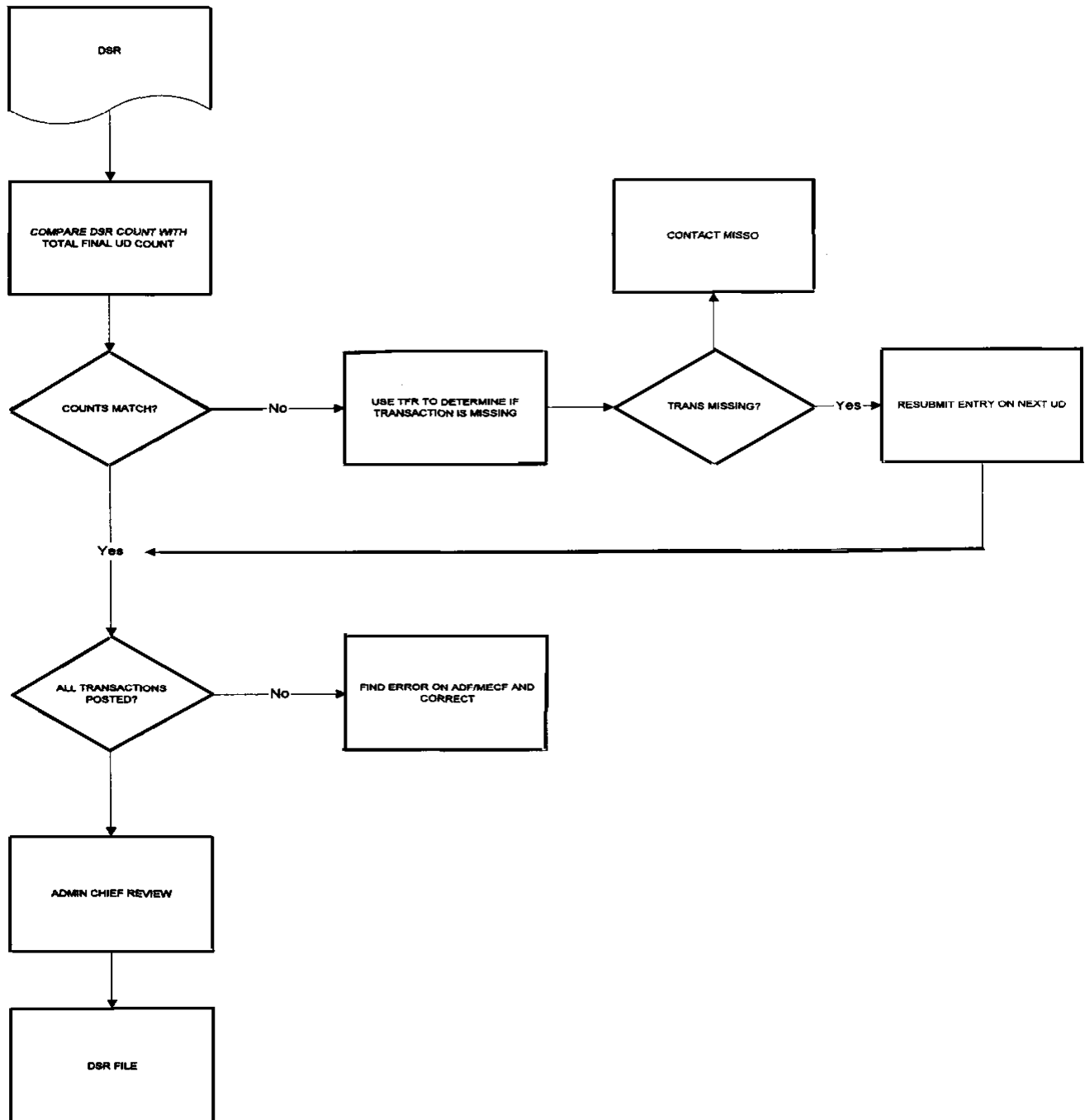


FIGURE 1-8.--DIARY STATISTICS REPORT (DSR) FLOWCHART.

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## Chapter 2 UNIT DIARY

### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). (<http://www.dtic.mil/comptroller/fmr/>)
2. Joint Federal Travel Regulations, (JFTR). (<http://www.dtic.mil/perdiem/jftr.html>).
3. OPNAVINST 5510.1, Department of the Navy Information Security Program Regulation.
4. SECNAVINST 5212.5.
5. MCO P1080.33, Manpower Information System Support Office Manual, (MISSO Manual).
6. MCO P5200.22, Marine Corps Visual Inquiry System User's Manual, (MCVISUM).
7. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual, (MCTFSAPSM). (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>)
8. Unit Diary/Marine Integrated Personnel System Users (UD/MIPS) Manual.

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## SECTION 1: DEFINITION AND PURPOSE

### 20100. DEFINITION AND GENERAL INFORMATION.

The UD is the input medium used to report events and occurrences of units, personnel action, and data relative to Marines supported by a RU of the Marine Corps.

### 20101. PURPOSES OF THE UD:

1. Provide the means to report information pertaining to Marines and units into the MCTFS.
2. Serve as a permanent historical record of the unit in the Archives of the United States.
3. Serve as the principal document to substantiate pay status changes or critical personnel changes.

### 20102. UNITS REQUIRED TO PREPARE UD'S.

Personnel reporting is accomplished for each of the below listed units/activities, unless specifically exempted by the CMC (MI).

1. Each battalion, squadron, separate company, or detachment of the Regular Establishment.
2. Each Marine security detachment.
3. Each Marine Corps Logistics Base.
4. Headquarters Battalion, HQMC.
5. Each Expeditionary Warfare Training Group (EWTG).
6. Each ship's detachment.
7. Each MARCORDIST headquarters (Recruiting Stations and substations, Officer Selection Offices, and Military Entrance Processing Stations).
8. Each I-I staff and each Fourth MAW AD support staff.
9. Each company, squadron or detachment of the Reserve Establishment.
10. Each aviation squadron, non-FMF.
11. Each MATSG.
12. Each activated Sub Unit.
13. Each organization which has been specifically authorized by the CMC (MI) to consolidate personnel reporting per Chapter 1.
14. Any unit, activity, organization, or category of personnel as directed by the CMC (MI). In some cases, one RU may be directed to assume personnel administrative responsibility, including UD preparation and submission, for another unit or activity.

### 20103. UD TIMELINESS.

Timely reporting of MCTFS information is considered to be 5 days from the date of occurrence to the date of UD certification. However, accuracy and completeness should not be sacrificed to meet the 5-day goal. Due to the influence the UD process has on the Marine's pay, it is imperative that certain UD transactions receive special attention to ensure their timely submission. Those transactions measured for timeliness are listed in Chapter 12, Section 7. RU commanders are encouraged to become familiar with them and strive to attain timely UD input.

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### 20104. UD CERTIFICATION.

UD's will be certified by use of an electronic signature (ELSIG) by commissioned or warrant officers, or GS-7 and above, except when authorized by CMC (MIF), refer to Figure 2-2.

1. The CO/OIC, I-I or designated officers/GS-7 of the preparing unit will certify the UD.
2. The CO/OIC (Unit Commanders) are delegated the authority to assign a staff noncommissioned officer (SNCO) (e.g., E7 and above) as UD certifying official when the unit has no officer physically present. The term "not physically present" will include officers who are physically on the unit's rolls, but those whose duty location is not in the immediate geographical location, e.g. Marine officer instructor attached to I-I Staffs but physically located at the colleges or universities in other cities. Commanders are required to maintain documentation to verify non-availability of **temporary** certifying officers (e.g., TAD orders, leave papers) assigned to the unit during periods when SNCOs certify diaries. Appointment of senior SNCOs as certifying officers shall be controlled by the CO/OIC or I-I and not be further delegated. Commanders must notify CMC in writing of all circumstances where a SNCO must certify diaries for any period exceeding 30 consecutive days.
3. In those cases where the absence of other available officers is expected to exceed 30 days in duration, the CO/OIC or I-I will notify CMC (MI) via written correspondence (letter, naval message, or e-mail). Notifications will include the following:
  - a. Full address of unit appointing a senior staff noncommissioned officer as UD certifier.
  - b. Full name, grade, SSN and primary MOS of the designated SNCO.
  - c. All RUCs authorized for certification of UD.
  - d. Anticipated duration that the senior SNCO will be authorized to certify UDs.
  - e. Full name, grade, SSN, primary MOS and title of officer authorizing a senior SNCO to certify UDs.
4. Certified UDs will be signed in black ink.
5. UDs **will not** be signed by a person signing for another person who is authorized to sign.
6. I-I's may delegate to Reserve Unit Commanders the authority to certify the I-I UD during their absence. Reserve Unit Commanders may delegate to the I-I the authority to certify the Reserve UD during their absence. A Delegation of Authority card (NAVMC 11119) from each Reserve Unit Commander is required for the I-I/Site Commander or the designated representative in order to certify the reserve unit diaries.

### 20105. UD PREPARATION, STATEMENTS AND TRANSACTIONS.

The specific instructions for preparation of OLDS or UD/MIPS may also be found in the appropriate users manual.

1. Authority. The authority for an entry is required for legal, research, and disbursing purposes and normally is reported with a history statement.
  - a. Types of authorities which are normally cited include:
    - (1) Paragraphs of a Marine Corps Manual, this Manual and/or other manuals approved by the CMC.
    - (2) Marine Corps directives and/or other directives, such as Navy Department notices, which are the basic authority for the action.
    - (3) Senior authority which identified the Marine by name, for example, PCS orders.

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(4) U.S. codes and/or public laws cited in the CMC letters.

(5) CMC correspondence and messages.

(6) Marine Corps and/or unit special orders.

b. Actions which may require an authority to be included in an entry are:

(1) Record of Events entries, except as provided for in Chapter 6.

(2) Appointment to officer grade or termination thereof.

(3) Changes to items in the officer appointment acceptance and record; enlistment contract and record of induction.

(4) Delivery of a Marine to civil authority.

(5) Extension of enlistment or cancellation of extension.

(6) Involuntary extension of enlistment.

(7) All meritorious promotions and promotions to the grade of Cpl or above.

(8) Assignment or termination of duty limitations directed by the CMC.

(9) Name and SSN changes.

(10) Reduction in grade.

(11) Transfers directed by the CMC.

(12) Commencement/termination of entitlements and/or monetary allowances.

2. Classification, storage and transmittal of UD's that contain classified information will be per the instructions contained in OPNAVINST 5510.1.

3. Reporting Dates, Times and UD Numbers.

a. Dates will be shown using an eight-byte format representing the year, month, and day (i.e., 7 June 2000 will be shown as 20000607). When only the month and year are known, the day will be reported as '01' (i.e., July 2000 will be shown as 20000701). When other formats are required for specific statements they will be indicated in the appropriate paragraph.

b. Time will be reported in the remarks as required. For personnel reporting purposes, an event will not be reported with the time of 2400 or 0000. The time will be reported as 2359 or 0001, as appropriate.

c. UD's will be numbered consecutively for each calendar year starting with 00001. The system will automatically default to the next UD number when it is opened.

4. Statement Types:

a. Normal Statement. A statement of specific format and content that can be used for computer processing to update the computer record.

b. Deletion Statement. A statement of specific format and content that is used to delete information from the computer record. A deletion statement can be used only for certain types of transactions and can be used in two different ways (refer to Section 2 of this chapter).

c. History (HIST:) Statement. History statements always begin with HIST: and are normally used to report information required for historical or research purposes and information such as authority or length of confinement. Use of history statements other than



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as described in specific paragraphs are at the discretion of the commander. The history statement is read but it is not used in the computer processes or posted to the computer record. For example, nonjudicial punishment which does not affect pay, allowances, or personnel data items are reported with a history statement.

5. Transactions. Each action statement reported on the UD results in one transaction for computer processing. Action statements that are successfully processed will update some portion of the MCTFS record, generate pay, or pass information on to CMC or other organizations within DoD. Each transaction is grouped into either group A, B, C, D, or E. The assigned group will dictate which correction method may be used to correct erroneous information. (Refer to Section 2 of this chapter.) UD transactions are processed in the following sequence:

- a. By Social Security Number.
- b. UD date.
- c. Action Date.
- d. Type Transaction Code (TTC) sequence.
- e. Correction Code (blank, 1 and 2 in that order)

### 6. Action Dates.

a. When more than one action statement for a Marine is reported on one UD entry, the action dates determine the sequence in which the statements are processed. For **EXAMPLE**, a statement action dated 20000301 is processed before one action dated 20000302. Statements with the same action date are processed in sequence by TTC, lowest number first. By referring to the TTC listing, the RU can determine the order of processing of transactions with the same action date.

b. Statements with no action date are automatically assigned the date of the UD as the action date. RU's are cautioned that when reporting an entry that has an action date other than the date of the UD, the correct action date must precede the statement.

c. Statements reporting an occurrence affecting pay/allowance normally contain an Effective Date (ED) as part of the statement format. For statements which contain an ED, the action date is used to determine the sequence of processing.

d. RU's will apply the use of action dates as necessary to ensure that related statements are processed in the proper sequence. It is noted that each action statement has or is automatically assigned an action date. For **EXAMPLE** consider the case of a transfer: On the UD dated 20001005 the unit reports a transfer statement with an action date of 20001003. Assume the entry also contains three other statements reporting rifle range score, school completion, and change of MOS. If those three action statements do not contain an action date, each will have the UD date (20001005) as action date. Earliest dated transactions are processed first, therefore, the transfer will be the first statement processed (action date 20001003). The three other statements will be processed and rejected because the computer record has been transferred out of the RUC. To ensure proper processing, the rifle range score, school completion, and MOS statements each will require an action date of 20001002 or earlier. This would ensure that all three statements are entered into the master computer record before the transfer.

### 20106. TYPES OF UD ENTRIES.

1. Record of Event Entry. A record of events entry is used to report information concerning unit activities, or to report occurrences which equally affect all or most members of the unit. Instructions for preparation of Record of Event entries are in Chapter 6.

2. Exclusive Entry. An exclusive entry is used to exclude certain unit members from an occurrence which has been reported by Record of Event entry. Instructions for preparation of exclusive entries are in Chapter 6.

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3. Individual Entry. An individual entry is an entry pertaining to one person. An individual entry consists of last name, initials, and SSN and the information to be updated.
4. Group Entry. A group entry is an entry which reports the same information for more than one person. This entry is used to avoid repetition of the TTC on the same UD.
5. Situational Reporting. In UD/MIPS this option will bring up a drop down box of available situational reporting selection of pre-formatted list of transactions common to the selection made.
6. Volume Transaction. In UD/MIPS similar to the Group Transaction, but differs in that not all members need to have the same information.

### 20107. TRANSFER OF PERSONNEL REPORTING JURISDICTION.

If a change of personnel reporting jurisdiction results from the transfer or relocation of a unit, or is directed by the CMC, the unit will report a Record of Event per chapter 6.

### 20108. PAY DATA INSTRUCTIONS.

1. Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A and JFTR. **Reference must be made to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 8, 9, 12 and the MCTFS APSM.)
2. Prompt reporting and correction techniques used for pay-related UD statements cannot be overemphasized. MCTFS is limited to 6 months for retroactive monetary consideration of an entitlement when updating the Master Military Pay Account (MMPA). This 6-month restriction considers the last 6 calendar months immediately preceding the month in which the UD statement is processed and entered into the MMPA. The restriction applies equally to the delete/add and delete as erroneous UD statements. Reporting an entitlement which predates the retention period will require the FO to adjust the Marine's MMPA for the period that is beyond systems limitations.

### 20109. SUBMISSION OF UD'S

A UD will be prepared and submitted to the MISSO via OLDS or UD/MIPS for each day on which known reportable items occur. However, a separate UD need not be prepared to report changes occurring on a non-workday. Changes occurring on a non-workday should be reported on the UD prepared the next workday.

1. Authentication. A properly authenticated UD is the CO's official report of changes in unit status and personnel or pay status of personnel assigned for administrative control. UD handling and processing at the MISSO will be specified in MCO P1080.33, this Manual, and other current directives. A properly authenticated UD will not be returned to the submitting unit/command unless authorized by the CMC (MI). A UD that is not properly authenticated will be returned for authentication.
2. Message or Electronic Diary. RU's embarked aboard ship, or deployed, in excess of 30 days and units geographically separated from the servicing MISSO, may submit UD's via naval message when no other means of UD transmission is available. Submission via naval message will only be done **after consultation with the MISSO**. When submitting UD in this manner a transmittal letter is not required.

a. Either submit to the parent command (brigade/division/wing) for retyping, or submit directly to the MISSO for retyping. The primary method to be used is a local command determination and prior coordination with the MISSO, when more than one command is involved.

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- b. The principal consideration for the use of message UD's is speed of reporting, although resource availability may become a factor when a large number of RU's desire to submit message UD's. **MISSO's will provide maximum cooperation to embarked, deployed and geographically separated units;** however, the parent commands may elect to augment the MISSO. MISSO's should be capable of retyping the UD's from an infantry battalion or its equivalent before augmentation is required. When commands cannot reach local agreement relative to responsibilities for retyping UD's, resolution will be requested from the CMC (MI).
3. CG's and CO's will develop local unit control systems for transmitting UD's to the MISSO. Local procedures will adhere to the standards set forth in this chapter.
4. Whether the parent command elects to retype UD's for embarked/deployed units or use the MISSO for this purpose, a Delegation of Authority (NAVMC 11119) must be executed in writing by the CO of the RU.
5. Message UD's will be processed by communication centers as **PRIORITY** message traffic. During periods of MINIMIZE, message UD's will continue to be transmitted. Distribution of the retyped message UD will be per Figure 2-1.

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## PRIORITY

P 151630Z MAR 00  
FM USS NEVER SAIL  
TO MISSA KANSAS CITY MO//MISSO-17//

UNCLAS //NO1080//  
MSGID/GENADMIN//  
SUBJ/UNIT DIARY//

RMKS/1. THIS IS UNIT DIARY 069-00 DTD 20000315 FROM RUC 88815.

## 2. UNIT DIARY STATEMENTS

NAME	IN	SSN	TTCSEQ	REMARKS
BUTCHER	TM	000000000	003000	CERTIFYING OFFICER 0573000302
STEWART	CR	123456789	335000	20000315 MARKS PRO 4.4 CON 4.5 OCC SC ED 20000315
TROMBA	C	987654321	481006	20000303 PFT 286
STEVENSON	J	453678459	930314	TO SK 1030 ILL 19980314 HOSPITAL HIST: HEART ATTACK

3. LAST UD SUBMIT 068-00 DTD 20000314 DTG 141815Z MAR 00.

Figure 2-1--Example of Message UD.

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### 20110. DISPOSITION OF THE COMPLETED UNIT DIARY.

1. Retention. A signed original copy of the final UD and its transaction counter page will be filed by calendar year in a separate folder and retained for the current year plus 2 years. Should a RU be deactivated, the unit's UD files will be forwarded to the next senior command for the duration of the retention period.

#### 2. UD Delivery Schedule.

a. OLDS units must certify their UD's to be transmitted per the schedule set by the MISSO, but not later than 1 day after the day of preparation.

b. UD/MIPS units transmitting UD's electronically to the MISSO will be transmitted per schedules published by the MISSO, but not later than 2 days after the day of preparation. If unable to upload to the MISSO, UD/MIPS units utilizing diskettes for transmission of the UD must ensure that the UD diskette, the signed original transmittal letter and one copy of the transmittal letter are delivered to the MISSO, per the schedule set by the MISSO, on the next working day following the day of preparation. If utilizing diskettes, local commanders should consider establishing central collection stations/substations with courier service to all RU's at a single geographic location. Commanders of deployed units should investigate the most rapid means of delivering UD's to the servicing MISSO consistent with operational commitments.

### 20111. UD'S FOR DEPLOYING UNITS, SHIP'S DETACHMENT, FLAG AND STAFF ALLOWANCES.

When submitting a UD by a ship's detachment to report a UD aboard ship. This type of UD must account for all personnel joined to the ship's detachment, including personnel not aboard at the time of departure. In some cases, it may be necessary to report an occurrence that normally would be reported on the next UD. For **EXAMPLE**, if the Marine departs for TAD on the date of departure two UD's would be prepared for that date. The TO TAD entry on the Marine would be on the first diary and the UD aboard ship will be the second UD.

1. The sailing of a ship's detachment, flag and/or staff allowances, or deploying unit shall be reported by a Record of Event entry per Chapter 6.

2. Personnel not sailing with the unit shall be accounted for by use of an exclusive entry per Chapter 6.

3. A UD entry aboard ship will be reported each time a permanently embarked unit departs from the homeport location for a period of 31 days or longer.

### 20112. ON-LINE DIARY SYSTEM (OLDS).

1. The OLDS is a means by which UD's may be prepared using **on-line** terminals at the unit. The RU prepares the UD using on-line terminals per the user's manual. When the personnel clerk completes the UD and the UD is electronically certified by proper authority, it is then automatically transmitted via electronic means to the central computer for processing. The unit retrieves on-line DFR on their local printer within 24 to 48 hours from the date of certifying the UD. The following information applies only to the UD process within the on-line environment:

a. Hard Copy UD's. The RU will print a copy of the processed UD, including the transaction counter page, after the statistics report indicates that the UD has finished processing. UD's will be available for print for 15 days after the cycle completion date reflected on the statistics report. Extreme care must be taken to ensure that the UD is printed prior to the drop-off date. Failure to do so will result in the RU's inability to print their final copy of the UD.

b. Annotation. After the UD has completed processing at the central computer site, the UD clerk will match the total number of action statements reported on the UD, as indicated on the transaction counter page, against the total number of transactions processed on the statistics report for that UD. For AD RU's, the transaction counter page will be annotated with the number of statements processed, rejected, and total transactions as found on the

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DSF. When the total number of transactions reported on the UD does not match the total number of transactions processed on the statistics report, the UD clerk will research each transaction reported on the TRF. Any transaction which is unaccounted for on the TRF will be resubmitted on the UD within 2 working days from the date the UD completed processing, and the MISSO should be notified of any discrepancies.

### 20113. Electronic Signature (ELSIG).

Detailed instructions for using personal and M-ELSIGs are provided in the OLDS User's Manual and/or the UD/MIPS Users Manual.

#### 1. Master ELSIG (M-ELSIG)

a. The M-ELSIG is an electronic signature which identifies the CO of each RU. It is assigned to the commander by the ELSIG Control Officer (OIC MISSO) or a designated deputy. Upon post/relief of the RU commander, a new M-ELSIG will be requested from the MISSO seven days prior to the change of command, per Figure 2-2.

b. The M-ELSIG is used exclusively to assign a personal electronic signature to the RU commander. The M-ELSIG **will not/cannot** be used for any other purpose.

#### 2. Personal ELSIG Maintenance.

a. The personal ELSIG is an electronic signature which identifies authorized personnel and contains each authorized person's level of authority. The five types of Personal ELSIG's include: the RU Commander, ECO, Certifier, Reviewer, Preparer, Viewer, Super Viewer, Admin Viewer.

b. Each individual assigned a personal ELSIG will safeguard it by not revealing the ELSIG or SEED to anyone and by changing the SEED every 60 days or when the ELSIG is suspected to have been compromised. When an individual holding a personal ELSIG is transferred, detached or discharged, the RU Commander or ECO will delete that person from the active ELSIG file for that unit.

#### 3. M-ELSIG Maintenance.

a. For OLDS users the M-ELSIG will be destroyed within 30 days after the creation of the RU Commanders ELSIG.

b. For UD/MIPS users the M-ELSIG will be provided on a diskette to the RU Commander. The M-ELSIG and the M-ELSIG diskette will be kept in a sealed envelope in a safe with limited access. Access to the diskette and maintenance of the M-ELSIG will be controlled by the unit ELSIG Control Officer (ECO). Sites with multiple RUC's may combine all M-ELSIG diskettes in a single envelope as long as the ECO is assigned as the ECO for all of the RUC's. The envelope containing the diskettes will be viewed by the ECO a minimum of once a quarter to ensure that the M-ELSIG's have not been compromised. Should the M-ELSIG be compromised or suspected of compromise, immediately contact the MISSO.

c. A signed copy of the M-ELSIG transmittal cover letter will be maintained in the unit files.

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(LETTER HEAD)

SSIC  
Code/Serial  
Date

From: Title of activity head, name of activity, location when needed  
To: Officer-in-Charge, Manpower Information Systems Support Office  
Appropriate Juris)

Subj: REQUEST FOR MASTER ELECTRONIC SIGNATURE (ELSIG)

Ref: (a) MCO P1080.40\_

1. Per the reference, request a new Master ELSIG for RUC(s) \_\_\_\_.
2. The following information is provided:
  - a. Unit:
  - b. Current CO:
  - c. Date assumed command:
3. Justification:

SIGNATURE

Copy to:  
File  
Turnover

Figure 2-2--Letter to Request a New Master ELSIG for RUC(s)

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## SECTION 2: CORRECTION PROCEDURES

### 20200. INTRODUCTION.

This section describes procedures for two distinct types of corrections. The following procedures are used to correct, change or delete information in a Marine's computer record:

1. If a previously accepted statement contained incorrect information which is now in the computer record, refer to each Section's TTC listing and determine which subparagraph heading group the statement is listed under.

a. GROUP A Transactions. The previous statement must be deleted and the correct statement reported. This is done with a delete/add statement per this chapter.

b. GROUP B Transactions. Refer to this chapter for corrective procedures.

c. GROUP C Transactions. The original statement may be deleted as erroneous and the data in the computer record restored to its original state per this chapter. A delete/add statement also may be reported.

d. GROUP D Transactions. Report the correct information with an action statement per this chapter. Do not use a delete/add or delete as erroneous statement.

e. GROUP E Transactions. This type transaction can only be corrected with a delete as erroneous statement. Any new or correct information must then be reported with a separate transaction.

2. When there is new information to supersede current information, such as when a Marine is promoted or is awarded a different MOS, report the new information with the appropriate action statement(s).

### 20201. DELETE/ADD STATEMENT.

1. If the computer record contains incorrect information which was previously reported with a GROUP A, GROUP B or GROUP C transaction, and there is correct information which should be reported, use a delete/add statement. The delete statement will remove the incorrect information from the computer record. The add statement will add the correct information into the computer record. If the incorrect information is to be deleted and there is no new or correct information to be added, refer elsewhere in this chapter for delete as erroneous procedures in this section.

2. The delete/add statement is used when the appropriate statement was reported with incorrect data. Do not use a delete/add statement when the wrong statement has been reported. If the unit reports TO UA but had intended to report TO SK, the unit cannot use delete/add to delete the TO UA and add the TO SK. The proper action is to report a delete as erroneous for the TO UA statement and then report TO SK with an action statement.

3. The following rules must be observed with the delete/add concept:

a. The statement being deleted/added must be a GROUP A, GROUP B or GROUP C transaction, and must have posted to the CMF.

b. Both the delete statement and the add statement must be the same type of transaction. That is, you cannot delete a promotion and add a reduction, or delete a start of flying duty pay and add a start of diving duty pay.

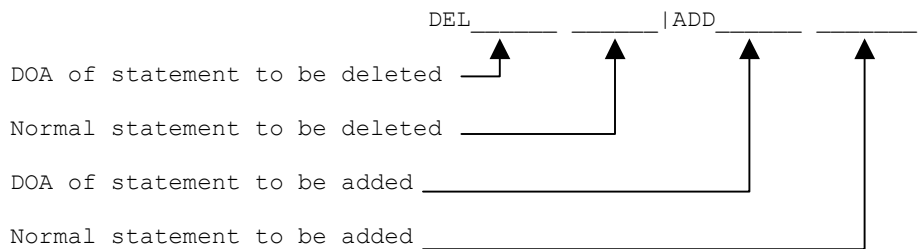
c. The delete statement and the add statement are processed together all through the system. If either one fails, both will fail.

d. When a history statement is used with a delete/add entry, it may only follow the add entry; it cannot appear between the delete and the add statements.



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e. When reporting delete/add statements, the statement being deleted must be reported as it appeared on the UD, not as it appears on the LES. For example, leave entries are modified during processing and do not appear on the LES as they were reported on the UD. The following format must be used:



**NOTE 1:** The delete/add will be rejected if the action dates are omitted. The action date for the DEL will correspond with the action date for the original entry as reflected in the DFR.

**NOTE 2:** The action date for the ADD cannot be prior to the action date for the DEL.

4. When the delete/add is accepted at DFAS-KCC the delete statement will be deleted from the computer record and the add statement will be entered into the computer record.

5. When the delete/add is rejected for any reason, both will be displayed on the unit DFR with a description of the reason for failure. The following may cause the delete/add to be rejected during processing:

a. The delete/add statement is a GROUP D or GROUP E transaction.

b. Either (or both) the delete or the add is rejected for invalid data content. Since one of the statements has been rejected both will be rejected.

c. The information to be deleted is not contained in the computer record.

6. The following is an example of the delete/add concept. The previous statement reported was 19981116 PROM LCPL PERM DOR 19981101 ED 19981115. Since promotion is a GROUP A transaction, an enlisted promotion entry will be used in the example. However, the delete/add concept illustrated in this example is applicable to all GROUP A, GROUP B and GROUP C transactions, not only promotions.

a. It is emphasized that delete/add is used only when there is erroneous information to be removed from the computer record. For example, if a PFC is promoted to LCpl, that is a valid change of information, but the previous information was not erroneous. In this situation, the promotion to LCpl would be reported with a regular action statement. In other words, **DO NOT** attempt to delete the PFC in the computer to add the LCpl.

b.. This statement was accepted and entered into the computer record. Then it was discovered that the statement was in error and should have read 19981116 PROM LCPL PERM DOR 19981101 ED 19981101. That is, the reported ED was incorrect. To correct this error, report the following:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
PEPPERS	I	987654321	DEL 20001116 PROM LCPL PERM DOR 20001101 ED 20001115 ADD 20001116 PROM LCPL PERM DOR 20001101 ED 20001101

20202. DELETE AS ERRONEOUS METHOD.

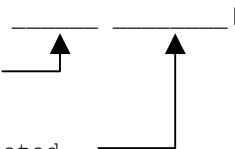
1. When a normal statement which should not have been reported has been accepted and entered into the computer record, the computer record **must** be corrected. If a delete as erroneous is reported for a transaction, it must be in Group A, B or D.

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DEL AS ERR

Action date of statement  
to be deleted

Normal statement to be deleted



**NOTE:** Select either Del/Add or Del/Err in UP/MIPS. In OLDS select the appropriate TTC then Del/Add or Del/Err. The delete as erroneous statement requires the action date that is reflected in the TRF on which the original entry posted.

2. The following example of a delete as erroneous statement is provided for clarification. A RU erroneously reports a Marine to UA. Once it is discovered that the Marine did not actually go UA, the TO UA must be deleted as erroneous. This statement must be reported exactly as the previous statement which is to be deleted. The original statement was 19981101 TO UA 0800. The delete as erroneous would be reported as follows:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
ASHCRAFT	DL	987654321	DEL AS ERR 20001101 TO UA 0800

3. The following rules should be observed with the Del as Erroneous concept:

a. If the statement to be deleted has not posted at DFAS-KCC, the delete as erroneous will be returned with an English description of the error.

b. When a TO UA entry is deleted as erroneous, computer processing of the delete as erroneous entry will return the Marine's duty status to full duty. If either the Marine's strength category or casualty status were changed, the RU would have to report the correct strength category and casualty status, if appropriate, on the UD. In all other delete as erroneous cases, the RU would have to report the Marine's duty status, strength category, or casualty status if those items had changed, in addition to reporting the delete as erroneous entry.

c. When delete as erroneous entries are to be reported for two previously reported events; for example, a Marine has been reported TO UA and FROM UA and both are to be deleted, care must be taken to ensure that the delete entries process in the proper sequence. If both delete as erroneous entries are on the same UD, a sequence error will result. The TO and FROM UA entries are used as examples, but this applies to any combination of TO and FROM status changes. Report as follows:

(1) First delete as erroneous the FROM UA entry.

(2) After ensuring the delete has posted in MCTFS then report the delete as erroneous for the TO UA entry.

20203. CORRECTION OF ERRONEOUS JOINS, TRANSFERS AND DROPS/SEPARATIONS (GROUP B).

1. When a join, transfer, or drop/separation has been accepted and entered into the computer record and the only discrepancy was an erroneous action date, report a delete/add per this section. For example, the unit submits the following UD and all entries are accepted.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
GRAYLESS	TR	987654321	20001028 JOIN MCC 010 DU
ANDREWS	PL	876543219	20001028 TR MCC 145 DU

a. These are incomplete entries and are used for purposes of GROUP B delete/add procedures only.

b. The delete/add can be used to correct the date on the action statement which reported

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the join, transfer, or separation. It cannot be used to change other statements which were submitted as part of the entry.

2. If all action dates were incorrect, delete/add statement would be reported. It is emphasized that for GROUP B transactions, delete/add can be used only if all data in the statement was correct and only the date was incorrect. The example below shows delete/add statements to correct the dates in the preceding example.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
WESTFALL	LX	987654321	DEL 20001028 JOIN MCC 010 DU
			ADD 20001029 JOIN MCC 010 DU

**NOTE:** Separations from AD are retained on the central data base for 6 months beyond the date the separation was processed. Discrepancies discovered after that period of time should be reported by letter to the CMC (MMSB-10).

## 3. Erroneous Join.

a. If a unit joins a Marine that should not have been joined, the action required is to transfer the Marine back to the proper command/unit or to MCC W96 if the correct command is not known.

b. If the unit joins the Marine with the wrong purpose for which joined; for example, JOIN MCC 010 DU| vice JOIN MCC 010 FOREC HOSP| the action required is to submit action statements to report the correct MCC, duty status, or strength category. If the Marine was joined for further transfer to a different monitored command but subsequently the orders are modified and the Marine is to be retained for duty with the unit, it would be necessary to report the appropriate strength category and duty status.

## 4. Erroneous Transfer.

a. If the Marine is still a member of the unit and should not have been transferred, the action required is to report a join entry per Chapter 6 Section 2. Ensure that the original DCTB and all other appropriate information is reported.

b. If the Marine actually was transferred but the transfer entry contained incorrect EDA, no action is required.

c. If an erroneous MCC was reported in the transfer entry and the Marine has not been joined by the new command, the unit must rejoin the Marine as of the original date of joining and then report the transfer to the correct MCC.

## 5. Erroneous Separation (TTC 369).

a. If the erroneous separation entry involved retirement/transfer to the FMCR, **contact the CMC (MMSR-7) before** taking the following action. Erroneous data contained in the Drop Statement may be corrected using TTC 877 000.

(1) If the Marine **was actually retired**, but the separation entry contained erroneous information, use the format shown below to reactivate the computer record and report the separation correctly:

TTC 369 000      \_\_\_\_\_ DROP ERRON|HIST: \_\_\_\_\_ |

Action date must be      ↑  
ED of original drop      |

UD number which reported the drop      ↑  
and reason for erroneous entry      |

Action date of correct drop      ↑  
Correct drop statement      |

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(2) **EXAMPLE** entries are shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
COLBERT	C	987654321	20001031 DROP ERRON HIST:UD 040 98  ERRON REPORTED DROP TO FMCR
LANGLOIS	R	976543219	20001031 DROP ERRON HIST:UD 140 98 RPTD INCORRECT SPD IN DROP ENTRY  19981031 DROP SPD NBD1 H RE 2A ED 19981031

b. When the erroneous separation entry did not involve retirement or transfer to the FMCR:

(1) The JOIN DROP ERRON statement is reportable on any member, whether they are auto-joined or joined to the Reserves, as long as no reserve duty has been processed on the member's record (i.e., Inactive Duty for Training (IDT) periods have not been performed).

(2) If the Marine was either not actually separated and is on AD, or actually separated from AD but the separation entry contained erroneous information, use the following format to reactivate the computer record:

TTC 369 001                      \_JOIN\_      DROP ERRON|HIST:\_\_\_\_\_|

Action date must be                      ↑                      ↑                      ↑  
ED of original drop                      |                      |                      |

Date joined present unit                      |                      |                      |

UD number which reported the drop  
and reason for erroneous entry.  
DOA of correct drop statement                      |                      |                      |

**NOTE:** Do not report any other statements until successful processing of the join. Reactivation of the Marine's record can also be verified by reviewing MCTFS.

(3) **EXAMPLE** entries are shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
BENNETT	TZ	987654321	20001001 JOIN 20000518 DROP ERRON  HIST:UD 144 98 ERRON REPORTED  RELAD MARINE STILL MBR THIS RUC
HOPKINS	MR	874958365	20001001 JOIN 20000228 DROP ERRON  HIST:UD 022 98 REPORTED DISCHARGE  MARINE SHOULD HAVE BEEN RELAD  20001008 DROP SPD MBK3 H RE 1A ED 20001001

**NOTE:** All corrections of erroneous drops can be initiated only by the unit that reported the original drop.

c. In all cases involving erroneous separations, the date of separation must be considered. Separated records are retained on the central database for 6 months beyond date the separation is processed in MCTFS. If corrective action is required later than that period of time, the following must be accomplished:

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d. If the Marine still is on AD, notify the MISSO and submit a request for reaccession per Chapter 3.

e. If the Marine was actually separated (more than 6 months) and the separation entry was erroneous, notify the CMC (MMSB-10) by letter.

6. Erroneous Drop to Desertion. If the Marine is a member of a unit and was incorrectly declared a deserter, report a join from desertion entry (per Chapter 6) 1 minute later than the original time dropped to desertion (for example, if drop to desertion was 0701 join the Marine from desertion at 0702). Use a history statement to explain the reason(s).

7. Erroneously Reported Separation Program Designator (SPD) Codes (TTC 877). When a drop entry has been reported with an incorrect SPD code the following transaction will be used to correct the SPD code after the drop has posted:

```

TTC 877 000          _____FORCE SPD_____RE____| (Reserve only)
8-byte DOA (YYYYMMDD)  ↑
(ED of drop) _____↑
4-byte SPD code         _____↑
1-byte separation document type _____↑
2-byte reenlistment indicator _____↑
  
```

**NOTE:** This entry is reportable by CMC, MISSO's and MCRSC only.

## 20204. MISCELLANEOUS CORRECTION PROCEDURES.

1. The following procedure will be followed to correct an erroneous UD number, and/or UD date on a previously submitted UD:

a. Use an EVENT entry (HIST:) to report the correct information.

b. All transactions which were not processed because of the erroneous UD numbering must be resubmitted.

c. Example entries:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST:UD CORR UD 136-98 DTD 19981016  SHOULD BE 137 93 DTD 19981016  HIST:UD CORR UD 134-98 DTD 19981015  SHOULD BE 135-98 DTD 19981015

2. Entries to correct erroneous names or SSNs will be prepared per Chapter 4 Section 1.

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## SECTION 3: VIDEO INQUIRY SYSTEM (VIS)

### 20300. INTRODUCTION.

The VIS provides users with procedures to access and review MCTFS data on individual Marines. Instructions as to the operation and different menus available are contained in MCO P5200.22.

### 20301. BOND AND ALLOTMENT (B&A) SYSTEM.

Units have been given access to the B&A System. This capability allows the unit to view individual allotments on Marines in the unit. On-line units will normally prepare allotments utilizing the B&A system. MCO P5200.22 provides additional information on accessing the B&A System.

### 20302. CENTRAL MASTER FILE (CMF).

On-line units have been given access to the CMF. This capability allows the unit to view the CMF of each Marine in the unit. MCO P5200.22 provides additional information for accessing the CMF.

### 20303. TRANSACTION RESEARCH FILE (TRF).

The TRF contains all transactions that processed (either successfully or unsuccessfully) in the master file update cycle. All transactions, whether submitted by the RUC/DSSN or CMC, are located on the TRF. Transactions will appear on the TRF for approximately 4 months. If the requirement exists for tracking UD's or transactions that are older than 4 months, contact the MISSO. The English descriptions or error code found on the TRF can be determined by checking the TTC and error code against the error code tables available at the MISSO. The User's Manual for the OLDS provides additional information for accessing the TRF.

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## SECTION 4: CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

### 20400. INTRODUCTION.

The CICS provides users with procedures to access and review MCTFS data on individual Marines. CICS is a menu driven process.

### 20401. CONTENTS.

CICS contains the following applications:

1. Precomputation of Selective Reenlistment Bonuses (SRB) Provides for the precomputation of SRB on individual Marines and Active Duty Career Planners only.
2. Performance Evaluation Record. Displays a listing of fitness reports on file for individual Marines both active and reserve, up until September 30, 1998. To review any FITREP's after 980930, Marines should use MMSB web page at <https://www.mmsb.usmc.mil>.
3. Validation and Extract File Menu Process (VEF1200). Provides for the viewing of data elements on individual Marines.
  - a. VF01. Service Dates/Unit Identification
  - b. VF02. Grade Data/Duty Status
  - c. VF03. Schools/Security/SEP DATA
  - d. VF04. Awards/Dependents
  - e. VF05. User Data Elements (general)
  - f. VF06. Location/Processing Information
  - g. VF07. Pay Data/Promotion
  - h. VF08. Remark Flags/Language Proficiency
  - i. VF09. Reserve Unique Data Element
  - j. VF10. Rifle qualification (Current, Prior, Field Fire)
  - k. VF11. Pistol Qualification (Current, Prior)
  - l. Service Schools/Special Skills
  - m. Academic Test/Local Schools
4. Defense Enrollment Eligibility Reporting System (DEERS) provides for the viewing of information on individual Marines.
5. TRS Remark Summary provides for the viewing of the following pay related data elements from the CMF:

<u>OPTION</u>	<u>DESCRIPTION</u>
P	MCTFS DATA, PAY GRADE, PAY STATUS
E	ENTITLEMENTS
D	DEDUCTIONS
W	WAGE AND TAX SUMMARIES, PAYMENTS
S	PAYDAY DATA/JUMPS REMARKS FLAGS
L	LEAVE ACCOUNT
M	MISCELLANEOUS DEBITS/CREDITS
C	CRA

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X            SPLIT PAY/MEMBER ALSO APPEARS ON/VHA, BONUSES, TIME LOST, DEL CKG,  
             CM/NJP, ADV PAY

6. RET PAY MENU. This information was frozen as of 20 June 1994 when the Marine Corps retirees and annuitants were converted to the Defense Retiree and Annuitant System (DRAS) in DFAS, Cleveland. For access to the DFAS, Cleveland DRAS (not contained in CICS), submit a request through your local TASO (Division TASO via an INFOMAN request).
7. MCTFS MENU. Provides for the viewing of Central Master File on individual Marines, Unit Reports and Individual Reports.
8. COMENU. Provides for the viewing of the Common Display Commands System (CDS).
9. MCTFS RETRIEVAL. Provides for the viewing of the MCTFS UD Retrieval System (TRF).
10. MCTFS LES REVIEW. Provides for the viewing and printing of individual On-line LES's.
11. MCTFS OLDS. Provides access to On-line UD System.
12. BONDS AND ALLOTMENTS. Provides access to the Bonds and Allotments System.
13. ONLINE LES PRINT. Provides for the batch printing of on-line LES's.
14. BAH ONLINE. Provides access for computing anticipated BAH for a specific geographic location.
15. IATS ON-LINE VIEW. Provides for access to travel settlement information for the DFAS-KSC disbursing symbol.



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## SECTION 5: VALIDATION AND EXTRACT FILE (VEF)

20500. VEF1200A AND VEF1200B.

1. Validation and Extract File 1200 (VEF1200A and VEF1200B). The VEF1200A and VEF1200B is an overview of selected personnel data elements, which resides in the CMF. For ease of referral throughout this manual, the VEF1200A and VEF1200B will be referred to simply as the VEF1200. In actuality, the file, due to it's size, is split into two parts, the VEF1200A and VEF1200B. The VEF1200 is updated cyclically after each central cycle is processed.
2. Access to manpower information systems or files is controlled by the functional manager. Specific access to the VEF1200 is controlled by the MISSA, to include type of access, whether on-line or requested reports. Request access through your Division TASO, via an INFOMAN (Information Management) request.
3. Off-line reports from the VEF1200 should be requested through the command's Information Systems Management Officer (ISMO), or if no ISMO is available, through the MISSO.

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## Chapter 3 ENTRY INFORMATION

### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). <http://www.dtic.mil/comptroller/fmr/>
2. MCO 1001.45 Augmentation, Retention, and Return to Active Duty of Reserve Officers and the Redesignation of Restricted Officers to Unrestricted Status.
3. MCO 1001.52H, Active Reserve (AR) Support to the Reserve Component (RC).
4. MCO 1001.55 Active Duty Special Work (ADSW)-Active Component (Category IV Program)
5. MCO 1001R.56 Active Duty Special Work (ADSW)-Reserve Component
6. MCO P1040.31 Enlisted Career Planning and Retention Manual
7. MCO P1040R.35 Reserve Career Planning and Retention Manual
8. MCO P1070.12 IRAM
9. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
10. MCO P1100.72 MPPM Enlisted Procurement Manual
11. MCO P1100.73 MPPM Officer Procurement Manual
12. MCO 1130.58 Reenlistment of Prior Service Marines and Augmentation of Reserves into the Marine Corps
13. MCO 1130.63 Enlistment/Reenlistment of Reserve SNCOs in the Regular Marine Corps or Marine Corps Reserve
14. MCO 1130.80 Prior Service Enlistment Program (PSEP)
15. MCO 1560R.30 MGIB-R
16. MCO P1900.16, Marine Corps Separation and Retirement Manual (MARCORSEPMAN).
17. MCO P7220R.38, Selected Reserve Incentive Program (SRIP).
18. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). Website (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>)

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## SECTION 1: ACTIVE DUTY ACCESSIONS

### 30100. INTRODUCTION.

The procedure used to establish the MCTFS computer record and add the Marine to the Marine Corps strength is the accession process. The accession of a Member's computer records is accomplished by methods outlined in this section.

### 30101. ENTRY ONTO ACTIVE DUTY

1. Officers commencing an initial period of Active Duty (AD) in the Marine Corps due to:
  - a. graduation from the U.S. Naval Academy,
  - b. effecting an interservice transfer to accept a commission in the Marine Corps, or
  - c. Naval Reserve Officers Training Corps (NROTC) members without a record of prior service are accessed at CMC and do not require a request for accession from the Reporting Unit (RU). Other prospective officers without a record of prior service (i.e., Officer Candidate Course (OCC) and Platoon Leaders Class (PLC)) are accessed through the Automated Recruit Management System (ARMS) by the Commanding Officer (CO), Officer Candidate School (OCS), Marine Corps Combat Development Command, (MCCDC) Quantico, VA during training at OCS.
2. Marines with a current MCTFS record (i.e., AD, Individual Ready Reserve (IRR) or Selected Marine Corps Reserve (SMCR)) who will attend officer training do not require an accession.
3. Officers without a MCTFS record who are re-appointed and immediately ordered to AD require an accession message be sent to the CMC (MIF) as shown in Figure 3-1. Accession message information may be transmitted via Naval Message, Electronic Mail or Facsimile (FAX).
4. Platoon Leaders Class (PLC) lawyers are accessed into the MCTFS via ARMS upon reporting to OCS. Upon completion of OCS, these officers are commissioned and transferred to MCC 012 and retained in RUC 30396 at OCS. Computer records remain in RUC 30396 until an INIT JOIN entry is reported by a temporary AD unit or The Basic School (TBS). An INIT JOIN entry will cause the computer record to be transferred from RUC 30396 to the temporary AD or TBS RUC. In those cases where the INIT JOIN entry fails because the Marine does not have a computer record in the CMF, submit an accession message to the CMC (MIF) per Figure 3-1.
5. All computer records for recruits are accessed at the Marine Corps Recruit Depots via ARMS.
6. The first AD reporting unit is required to send an accession message to CMC (MIF) as shown in Figure 3-1, for prior service personnel, both officers and enlisted, who join the Regular component from a civilian status (separated from the Marine Corps for longer than 24 hours). Use the following guidelines:
  - a. The first AD reporting unit will monitor MCTFS and will submit an INIT JOIN entry per Chapter 6, Section 1, (JOINS) once the AD record status is equal to 'H' (awaiting initial join). If after five working days, the record status 'H' has not posted in MCTFS, contact CMC (MIF).
  - b. When it is determined there is an active MCTFS record (including IRR personnel) the parent reserve unit or CG, MCRSC (IMA/IRR Marines) must be contacted to report the appropriate Transfer to Active Duty (TTC 881/883). Accession message information for Marines who have re-enlisted/augmented (component code 11 only) is not required except in cases where the local MISSO has determined that no MCTFS record is resident on the MCTFS CMF. In this case use the format in Figure 3-1.
  - c. When an AD accession is determined to be erroneous **immediately contact the MISSO to have the record deleted.**

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FROM: (APPROPRIATE ORIGINATOR)  
TO: CMC WASHINGTON DC//MI//MRO (OFFICER ONLY)//M/RA//  
INFO: (CG OF THE PERSONNEL REPORTING JURISDICTION COMMAND WHERE THE  
MARINE IS ASSIGNED FOR ACTIVE DUTY (SEE CHAPTER 1)//MISO//)  
(CG OF MCC ASSIGNED TO FOR ACTIVE DUTY)  
DFAS KANSAS CITY MO//AECF//

UNCLAS //N01080//

SUBJ: REQUEST FOR ACCESSION INTO MCTFS

### A. MCTFSPRIM

#### 1. PER REF REQ FOL NAMED MARINE BE ACCESSED INTO MCTFS:

- A. GERBER, GORDON S
- B. SSN 987 65 4321
- C. COMPONENT CODE 11
- D. SEX MALE
- E. SOURCE OF ENTRY CODE 7A (MCTFSCODESMAN REFERS)
- F. DATE OF BIRTH YYYYMMDD
- G. DATE CURRENT ENLISTMENT BEGAN YYYYMMDD (REFER TO BLOCK 3 OF CURRENT DD FORM 4)
- H. TERM OF ENLISTMENT 4 YEARS (REFER TO BLOCK 10 OF CURRENT DD FORM 4) (ENLISTED ONLY)
- I. ORIGINAL ENTRY YYYYMMDD
- J. EXPIRATION OF OBLIGATED SERVICE YYYYMMDD
- K. PEBD YYYYMMDD
- L. ACTIVE DUTY BASE DATE YYYYMMDD
- M. CURRENT ACTIVE DUTY BEGAN DATE YYYYMMDD
- N. EAS YYYYMMDD
- O. PRESENT GRADE LCPL DOR YYYYMMDD ED YYYYMMDD
- P. HOME OF RECORD COUNTY 013 STATE 12 (SEE MCTFSCODESMAN)
- Q. MOS 0131
- R. PRIMARY MOS ASSIGNMENT DATE YYYYMMDD
- S. MCC 010 (MCC TO WHICH MARINE ASSIGNED FOR ACTIVE DUTY)

FIGURE 3-1--EXAMPLE OF AN ACCESSION MESSAGE.

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- T. EDUCATION CODE 12L AA (SEE MCTFSCODESMAN)
- U. YEAR LEFT SCHOOL DATE YYYY
- V. GRADUATED SCHOOL '  ' ('Y' FOR YES OR 'N' FOR NO)
- W. RACE C (SEE MCTFSCODESMAN)
- X. RELIGION 62 (SEE MCTFSCODESMAN)
- Y. CITIZENSHIP CA (SEE MCTFSCODESMAN)
- Z. ETHNIC CODE Y (SEE MCTFSCODESMAN)
- AA. REASON FOR ASSIGNMENT TO ACTIVE DUTY - REENL USMC
- BB. RECRUITING STATION/UNIT ASSIGNING MARINE TO ACTIVE DUTY AND COMMERCIAL AND/OR AUTOVON TELEPHONE NUMBER MCC F99 RUC 82266 (703) 555-2222
- CC. AVIATION SERVICE ENTRY DATE YYYYMMDD (OFFICER ONLY)
- DD. OFFICER SERVICE BASE DATE YYYYMMDD (OFFICER ONLY)
- EE. OPFLY BASE DATE YYYYMMDD (OFFICER ONLY)
2. PROVIDE BRIEF EXPLANATION FOR REQUESTS SUBMITTED LATER THAN 48 HOURS AFTER MARINE REPORTS TO FIRST DUTY STATION.
3. NAME, GRADE AND PHONE NUMBER OF ORIGINATOR/POINT OF CONTACT.

FIGURE 3-1 CONTINUED—EXAMPLE OF AN ACCESSION MESSAGE

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## SECTION 2: RESERVE ACCESSIONS

30200. ENLISTED RESERVISTS ASSIGNED TO AD (31 DAYS OR MORE) (EXCLUDE RESERVISTS ORDERED TO RECRUIT TRAINING).

1. The Reserve RU **must** report the appropriate Transfer to AD (TTC 881/883). This will place the record in an 'Awaiting Initial Join' status. There is no other method available to place a record in an 'Awaiting Initial Join' status other than the Transfer entry reported by the parent Reserve unit.
2. The gaining AD unit **must** report the appropriate INIT JOIN statement (TTC 022).

30201. ENTRY INTO THE RESERVES FROM A CIVILIAN STATUS.

1. Prior service personnel, both officers and enlisted, who join the Reserve component from a civilian status (separated from the Marine Corps for longer than 24 hours) will be accessed into the MCTFS via the MCTFS ACCESSION SYSTEM. Input of Reserve Enlisted will be done at the RU level. Officers Accessions **must** be submitted by CG, MCRSC.

2. To input a Reserve officer/enlisted accession, follow the step by step instruction below:

- a. Select the THA MCTFS ACCESSIONS option from the CICS Selection Menu and press the ENTER key. This action will bring you to the MCTFS ACCESSION SYSTEM screen.

- b. Select option 5, ECCO, input the Reserve RUC and press the ENTER key. There is a security edit that will verify the RUC input will correspond with the user ID authorized for that RUC. This action will bring you to the VSAM ECCO RESERVE ENLISTMENT CONTRACTS screen.

- c. Select option 1, RESERVE ENLISTMENT CONTRACTS, and press the ENTER key. This action will bring you to the VSAM ECCO ADD/REVIEW/DELETE screen.

- d. Select option 1, ADD NEW CONTRACT DATA, input the SSN, Reserve Component Code and Date of Enlistment (DOE) and press the ENTER key. Do not change the GENERATION data which is displayed as a zero ('0'). This action will bring you to the RESERVE OFFICER/ENLISTED ACCESSION screen as shown in Figure 3-2.

- e. Input all individual data for the Marine being accessed and press the ENTER key. This action will allow MISSO-17 to review and approve the accession, allowing the record to be processed in the next MCTFS cycle.

3. When the completed accession data has been entered and the record has been added to the ECCO file, you may review the data by utilizing option 2, REVIEW CONTRACT DATA, of the VSAM ECCO ADD/REVIEW/DELETE screen. If an error is found, the data may be changed in the REVIEW option or the entire record may be deleted using option 3, DELETE RECORD.

4. The SMCR unit will monitor MCTFS and will submit an INIT JOIN (TTC 022) entry (per Chapter 6, Section 1) once the Reserve Record Status is equal to '1' (awaiting initial join). If after five working days, the record status '1' has not posted in MCTFS, contact MISSO-17.

5. When a Reserve accession is determined to be erroneous immediately contact MISSO-17.

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## RESERVE OFFICER/ENLISTED ACCESSION

L-NAME: <u>MASTERS</u>	F-NAME: <u>GAIL</u>	M-INIT: <u>L</u>	SUFFIX: <u>JR</u>
SSN: <u>123456789</u>			
<b>NOTE: See index for all below Data Elements:</b>	K4	DATE-OF-RANK:	20000714
RESERVE-COMPONENT-CODE:			
SOURCE-OF-ENTRY:	<u>HAAA</u>	DATE-OF-ENLISTMENT:	<u>20000714</u>
PRESENT-GRADE:	<u>E1</u>	DATE-OF-BIRTH:	<u>19820401</u>
PRIMARY-MOS-CODE	<u>9900</u>	PRIMARY-MOS-ASSIGNMENT-DT:	<u>20000714</u>
CIVILIAN-EDUCATION:	<u>12L00</u>	DATE-JOINED-SMCR:	<u>20000714</u>
CIVILIAN-EDUC-LEFT-SCHOOL-DT	<u>2000</u>	DATE-ORIG-ENTRY-ARM-FORCES:	<u>20000714</u>
CIVILIAN-EDUC-GRADUATION-CD:	<u>Y</u>	PAY-ENTRY-BASE-DATE:	<u>20000714</u>
(physical risk code)			
RISK: (Chapter 4, Section 2)	<u>A</u>	INIT-ENTRY-RESERVE-FORCES:	<u>20000714</u>
RELIGION:	<u>62</u>	EXPIRATION-CURR-CONTRACT:	<u>20080713</u>
ETHNIC-GROUP/RACE:	<u>Y C</u>	EXPIRATION-OBL-SERVICE:	<u>20080713</u>
AFQT-SCORE:	<u>00000</u>	TERM-ENLISTMENT:	<u>6</u>
SEX:	<u>M</u>	PLACE-OF-BIRTH:	<u>06</u>
MARITAL-STATUS/DEPENDENTS:	<u>S 00</u>	HOME-OF-RECORD:	<u>06023</u>
PROGRAM-ENLIST-FOR:	<u>00</u>	ADDRESS-OF-RESIDENCE:	
CITIZENSHIP-CODE:	<u>CA</u>	STREET: 114 MARINE BLVD	
CITIZENSHIP-LOCATION:	<u>US</u>	CITY: GRANDVIEW	
TRNGRP/DUTY-LIMIT:	<u>P B</u>	STATE: MO ZIP-CODE:	<u>640300000</u>
BILLET-MOS:	<u>9900</u>	RUC:	<u>04147</u>

**NOTE:** The LAST NAME must be input without a hyphen, apostrophe or spaces.

FIGURE 3-2--SAMPLE RESERVE OFFICER/ENLISTED ACCESSION (ECCO)



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## SECTION 3: CONTRACTS

### 30300. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Contracts, such as Reenlistments, Expiration of Current Contract (ECC), Extension of Enlistment, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
004 000 REENL USMC__YRS__ENL__	HQ REG	N	N
004 001 REENL USMCR__YRS__ENL__	HQ REG RES	N	N
004 002 REENL AR(CD)/EAD USMCR__YRS__ENL__	HQ REG RES	N	N
004 003 REENL MGIB-R USMCR__YRS 6 ENL__	RES	N	N
077 000 EAS_____	HQ REG	N	N
081 000 EAS COFG_____	HQ REG	N	N
081 001 RESERVE ECC COFG_____	HQ RES	N	N
116 000 EXTENL__MO__EXT	HQ REG RES	N	N
116 001 MGIB-R EXTENL__MO__EXT	HQ REG RES	N	N
118 001 EXTENL CANC__EXT	HQ REG RES	N	N
119 000 INVOL EXTENL__MO	HQ REG	N	N
119 001 INVOL EXTENL INDEF MO	HQ REG	N	N
122 000 ECC_____	HQ REG	N	N
122 002 RESERVE ECC_____	HQ REG RES	N	N
123 001 WILL REENTER	HQ REG RES	N	Y
155 000 LENGTH ENL__YRS	HQ REG RES	N	N
285 000 STRT BASIC PAY 25 PERCENT INC ED_____	HQ REG	N	Y
286 000 TERM BASIC PAY 25 PERCENT INC ED_____	HQ REG	Y	Y

### 30301. REENLISTMENT INTO THE ACTIVE DUTY COMPONENT (TTC 004).

Table 3-1 contains additional information that may be required to update the Marine's computer record. Ensure that all necessary information is reported in addition to the appropriate reenlistment statement.

1. This paragraph pertains to Active Duty reenlistments. It also applies to Marines on the Active Reserve (AR) program or the Extended Active Duty (EAD) program (component codes 'B1', 'B2', 'B3', 'B4' or 'CD') who have been authorized to reenlist into the regular Marine Corps.

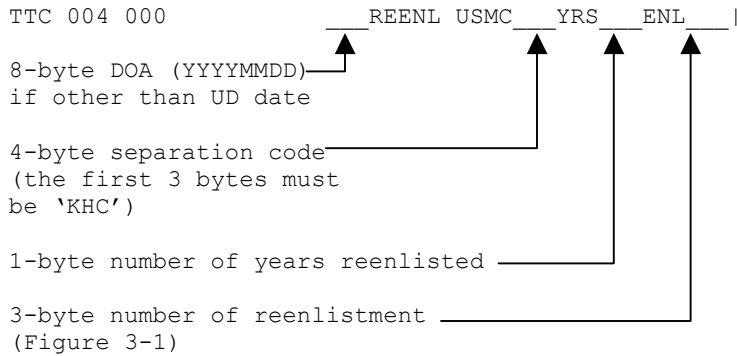
2. When TTC 004 000 (REENL USMC\_\_YRS\_\_ENL\_\_) is reported, and the Marine's component code is equal to 'B1'-'B4', and the RUC reporting the transaction is not equal to 548XX, the transaction will fail with the following error message: "REENLISTMENT NOT PROCESSED. IF MBR AUGMENTING, CONTACT MISSO FOR ASSISTANCE." The reporting unit **must** contact their MISSO for determination of reporting TTC 004 000.

3. When a Marine re-enlists during a period of leave, the leave must be reported as two separate periods. The first period ends at 2359 on the date prior to the date of reenlistment, and the second period begins at 0001 on the date of reenlistment. Since the first day of the second leave period will be considered by the system as a day of duty and not chargeable as leave, the reporting unit **must** submit a NAVMC 11116 to the local DO to ensure that the Marine is charged for the day of leave.

4. Report a leave balance being carried forward (if applicable) per Chapter 7, Section 1. The entry to report leave in settlement data must be preceded with an action date **the day before** the reenlistment and must be reported on the next UD submitted after the UD that reported the reenlistment.

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5. Report the following statement for reenlistment into an AD component:



6. When Marines reenlist for the Selective Reserve Bonus Program, the term of reenlistment may be for periods other than whole years (i.e. 4 years, 2 months). To report these types of reenlistments:

a. Report TTC 004 000 using the number of years, **rounded up** to the next whole year that is closest to the length of actual reenlistment (i.e. report 4 years, 2 months as 5 years).

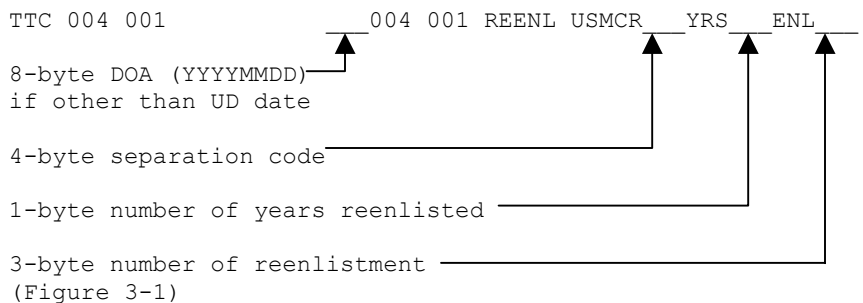
b. Once the reenlistment posts, report a new EAS and ECC to match the actual end of the reenlistment contract. **EXAMPLE:** If on 20001014 a Marine reenlists for 4 years, 2 months, report 20001014 REENL 5 YRS. After that transaction posts, report an adjusted EAS/ECC of 20041213.

30302. REENLISTMENT INTO THE RESERVE COMPONENT (TTC 004).

1. This paragraph applies to both those Marines on AD who have completed their required service and have been authorized to reenlist into the Marine Corps Reserve (SMCR or IRR) and reserve component reenlistments.

2. The WILL REENTER statement, and instructions on separations which are not for immediate reentry, is referred to later in this chapter.

3. Report the following statement for reenlistment of an AD or reserve Marine (to include Non-Career Designated AR Marine) who will reenlist into the reserve component:



4. To report the reenlistment for an Extended Active Duty (EAD) Recruiter, and Career Designated AR Marine (component code must equal 'B1', 'B2', 'B3', 'B4' or 'CD') who is reenlisting to continue in that respective program.

a. For Active Duty reporting, the separation code must equal 'KBK2'. This entry can be reported up to 90 days in advance of the AD Marine's ECC and will update the reserve ECC and reenlistment length to reflect the new reserve commitment. When the AD drop entry (TTC 378) is reported with an SPD code equal to 'KBK2', an automatic join entry to the IRR will be created.

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b. For Reserve reporting, the first 3-bytes of the separation code must equal 'KHC' for a Reserve Marine re-enlisting into the reserve component. This entry will update the current source of entry, EAS, ECC, reserve ECC, current assignment length, active service length and date of enlistment or acceptance. Report as follows:

TTC 004 002	REENL	AR (CD) /EAD	USMCR	YRS	ENL	
8-byte DOA (YYYYMMDD) if other than UD date	↑		↑	↑	↑	
4-byte separation code (AD = 'KBK2' / RES = 'KHC')	↑					
1-byte number of years reenlisted	↑					
3-byte number of reenlistment (Figure 3-1)	↑					

**NOTE:** Report an advance leave balance being carried forward, if applicable, per Chapter 7, Section 1.

5. Report the following statement for reenlistment of a reserve Marine, who is reenlisting for 6 years to qualify for the Reserve Montgomery GI Bill:

TTC 004 003	REENL	MGIB-R	USMCR	YRS 6	ENL	
8-byte DOA (YYYYMMDD) if other than UD date	↑		↑	↑	↑	
4-byte separation code (the first 3-bytes 'KHC')	↑					
6 year reenlistment required	↑					
3-byte number of reenlistment (Figure 3-1)	↑					

**NOTE 1:** The source of entry code must be reported with the reenlistment statement refer to Chapter 4, Section 8. Report an advance leave balance being carried forward, if applicable, per Chapter 7, Section 1.

**NOTE 2:** Reserve component code must equal 'B5', 'K4', 'K8', 'K9' 'KA' or 'KF' and the Reserve MGIB Eligibility code must equal 'C'.

6. The applicable PEF code will be reported when a reenlistment bonus is authorized per the APSM. Report only the additional information required to update the Marine's record. (Refer to Chapter 4 for PEF code and Chapter 9 for BONUS).

30303. VOLUNTARY EXTENSION OF ENLISTMENT (TTC 116/118).

1. The date of execution of extension of enlistment is the date the agreement is subscribed and sworn to. The entry must report the date of execution, the number of months for which the enlistment is extended, and the number of the extension.

a. To determine the number of the extension, do not count any prior agreements that were executed but canceled prior to their becoming effective. The first extension is reported as 01, the second as 02, and so forth. Refer to the references and other applicable directives for regulations concerning the number of extensions allowed.

b. Refer to the references to determine allowable length (number of months) of extension. The length of the extension is always expressed in months in the UD statement. A single extension cannot be for more than 23 months. The length of the extension is converted to months for reporting purposes. For **EXAMPLE:** 3 months is expressed as 03; a 1-year extension is expressed as 12. The Marine's EAS/ECC (Reserve ECC for SMCR, IRR personnel) will be automatically adjusted in the MCTFS and will appear on the RU's DFR. **Do not report** a new

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EAS/ECC or Reserve ECC with a separate UD statement. For AR Marines report Reserve ECC prior to reporting the extension. Report as follows:

TTC 116 000                    EXTENL \_\_\_\_ MO \_\_\_\_ EXT|  
2-byte number of months      ↑                    ↑  
2-byte number of extension      —————

**NOTE:** The reporting and posting of the agreement to extend an enlistment will also allow for a 30 to 60-day grace period after expiration of ECC.

### 2. Extension of Enlistment Agreement Becomes Effective or is Cancelled.

a. Unless cancelled, an extension of enlistment agreement becomes effective the day after the date of expiration of the current enlistment and/or extension. Time lost on the current enlistment or extension **must** be made good before a new extension becomes effective.

b. Only report an AR Marine's Reserve ECC when an extension is not executed.

c. When the first extension of an enlistment becomes effective, leave settlement information will be reported and periods of leave that bridge the enlistment and the extension will be reported as two periods. Reporting a type of on-leave statement terminates the first leave period on the last day of the enlistment being extended. These types of on-leave statements must **never** be reported after the statement effecting the extension. The second leave period will begin on the 1st day of the first extension and be reported when the leave expires. Since the first day of the second leave period will be considered by the system as a day of duty and not chargeable as leave, the reporting unit must submit a NAVMC 11116 to the local DO to ensure that the Marine is charged for the day of leave. Reporting requirements for leave settlement information are shown in Chapter 7, Table 7-1. Leave settlement information will not be reported when a second or subsequent extension of enlistment becomes effective as no entitlement exists for compensation for unused leave. The Marine's leave account continues without interruption when a second or subsequent extension becomes effective.

d. If an agreement is cancelled prior to becoming effective, report the cancellation. Refer to the references for reasons where an agreement can be cancelled. Report as follows:

TTC 118 001                    EXTENL CANCEL \_\_\_\_ EXT|  
2-byte number of extension      ↑

**NOTE:** The latest extension must be cancelled PRIOR to any previous extensions being cancelled; that is, EXT 3 must be cancelled before EXT 2.

### 3. The following statement is used to report an extension of enlistment to qualify for the MGIB-R:

TTC 116 001                    MGIB-R EXTENL \_\_\_\_ MO \_\_\_\_ EXT|  
2-byte number of months      ↑                    ↑  
2-byte number of extension      —————

### 30304. EXPIRATION OF ACTIVE SERVICE (EAS) (TTC 077/081/119).

1. The EAS is the date active service terminates. An expired EAS is never valid for Marines in a full-duty pay status except as shown below, and must be immediately updated.

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## 2. EAS-Voluntary.

a. For Regular enlisted personnel, the EAS is the date of expiration of current enlistment, **voluntary** extension of enlistment, COFGL, or COFGM for Marines voluntarily retained on AD. Regular officers have no EAS. An EAS of COFGL will be reported for Marines **voluntarily** retained beyond their EAS due to legal proceedings. It does not apply to Marines awaiting trial by court martial when their EAS expires. In those instances, report an EAS COFGI (involuntary retention).

b. Only CMC can report an EAS CofG on members who have requested retirement or resignation.

c. For Reserve officers and enlisted, the EAS is the date of expiration of the AD tour.

d. For inductees, the EAS is the expiration of period of AD service.

e. For retired personnel on AD, the EAS is the expiration of AD.

### 3. EAS-Involuntary.

a. For personnel involuntarily extended/retained on AD, the EAS date is determined as follows:

(1) If the involuntary extension is in the event of war or a declared national emergency, the EAS date will not be changed unless directed by the CMC (MMEA-5).

(2) If the involuntary extension is in the event of war or a declared national emergency, the EAS date will be established COFGI.

b. Involuntary EAS due to war/national emergency. See the above paragraphs for instructions concerning **voluntary** extensions of enlistment, and Marines being retained on AD. Report the following statements for voluntary and involuntary extensions of AD for a definite period:

```

TTC 119 000          INVOL EXTENL_____MO|HIST:AUTH_____
Enter number of months _____↑
Authority _____↑
or
TTC 119 001          _____INVOL EXTENL INDEF MO|
8-byte DOA if other
than UD ED (YYYYMMDD) _____↑

```

4. The EAS/ECC for reserve officers on AD are controlled and reported at the HQMC level, with one exception: Reserve officers who are on Active Duty Special Work (ADSW). Refer to paragraph 30307 for reporting. EAS's normally fall on the 1<sup>st</sup> or 15<sup>th</sup> of the month. All other reporting of the EAS/ECC for AR officers will be completed by CMC (RAM).

a. The EAS/ECC being reported cannot be greater than the end of the current fiscal year.

b. The CMC (MRRO-5) will report the EAS/ECC for those Marines assigned component code C1 when they initially report for AD to attend The Basic School (TBS). If a component code C1 Marine requires the reestablishment, change, or correction of an EAS/ECC, the new EAS/ECC will be reported by the CMC (MMAA).

5. Table 3-4, contains instructions for the establishment and change of the EAS date.

6. **Do not report** an EAS COFG when a Marine is in a non-pay status and is **retained beyond EAS**. **EXAMPLE:** UA, IHCA, SICK-MISCONDUCT, confined serving sentence or awaiting trial by courts-martial. If and when a Marine is returned to a full duty status, the EAS will automatically be updated when a new ECC is reported. If the Marine is being retained beyond

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EAS in a non-pay status and the duty status code resident in MCTFS is not compatible with the appropriate non-pay status, you **must** research and report the appropriate DU STATUS code, refer to Chapter 4, Section 4. Report as follows:

TTC 077 000 EAS \_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_|

and

TTC 081 000 EAS COFG \_\_\_\_\_|

Enter the appropriate  
Code (i.e. I, M or L) \_\_\_\_\_|

7. An EAS COFG cannot be changed to a subsequent EAS COFG. If the Marine's status changes (for example from involuntary to medical), the following must be done:

- a. Report an EAS 60 days from today's date.
- b. After the new EAS processes, report a new Alpha EAS.

8. DO NOT report an EAS COFG earlier than 90 days prior to the current ECC. An EAS COFG may be reported on an AD officer with an ECC other than zeroes. When this entry is reported, the officer's EAS in MCTFS will be reflected as '9's.

9. When time lost is reported, the new EAS will be automatically adjusted by the MCTFS and there is no need to report. The EAS date as adjusted for time lost will appear on the DFR. This constitutes authority for correction of Service Records.

10. When the Marine returns to a full duty status from a period of absence determined to be time lost and the EAS has expired, a new EAS will not be reported when the Unit Commander returns the Marine to a full-duty status. The new EAS will be computer-generated from the reported ECC date.

- a. AFADBD and EOS must be updated.
- b. Computer processing of the return to full-duty statement will automatically delete a duty status of '9' and generate duty status '1'.
- c. Time lost will be adjusted. **DO NOT** report the time lost in conjunction with a return to full duty statement. This will result in a duplicate adjustment of the PEBD and EAS.

### 30305. EXPIRATION OF CURRENT CONTRACT (ECC) (TTC 122/081)

1. The ECC is the date the current contract terminates as shown on the Marine's current DD Form 4. Periods of time lost will automatically extend the ECC by the number of days lost. An expired ECC will suspend computation of leave, pay, allowances, and terminate payment of allotments. ECC logic will automatically stop Direct Deposit two paydays (30 days) before the ECC date for first term Marines. Report as follows:

TTC 122 000 ECC \_\_\_\_\_| (Active Duty)

8-byte ED (YYYYMMDD) \_\_\_\_\_|

or

TTC 122 002 RESERVE ECC \_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_|

or


TTC 081 001 RESERVE ECC COFG \_\_\_\_\_|

Enter the appropriate  
1-byte code ('I', 'M', or 'L') \_\_\_\_\_|

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a. Regular enlisted. Voluntary extensions of enlistment will adjust the ECC only after the extension is effected. The acceptance of a UD statement reporting the execution of an agreement to extend, will flag the record to allow a 30 to 60 day grace period after the expiration of the ECC, prior to suspension of the record. Regular officers will not have an ECC until request for resignation or retirement is approved.

b. Reserve enlisted. If on AD orders, the EAS/ECC will be equal to the orders termination date unless the member is on the AR program, and has been career designated. Upon receipt of orders extending the EAS report the following statements (**Except** when an extension is **pending** on career designated AR Marines):

TTC 077 000            EAS \_\_\_\_\_|  
and  
TTC 122 000            ECC \_\_\_\_\_|  
8-byte ED (YYYYMMDD)    

c. While on AD, RESERVE ECC will be reported by the AD RUs. The RESERVE ECC will reflect the ending date of the DD Form 4 for enlisted Marines, and '00000000' for officers.

d. The ECC will not be changed for personnel involuntarily extended on AD for an indefinite (COFGI) period.

e. For inductees, ECC is the date of expiration of period of AD.

f. For retired and FMCR personnel on AD, ECC is the date of expiration of period of AD.

30306. EXPIRED ECC.

1. When a Marine returns to a full-duty status from a period of absence determined to be time lost and **the ECC has expired**, the below action is required. **An action date must always be reported with the return to full duty status.** The action date is the date a CO assigns the Marine to perform useful and productive duties on a full time basis to make good for time lost, as long as such duties are not inconsistent with the Marine's grade and years of service. In determining a new ECC and PEBD, the entire period of absence must be added to the old ECC and PEBD. Instructions for computing the new ECC and PEBD are published in DODFMR and the DFASAPSM. (For Additional Information to be Reported (ECC, EOS, and EAS), refer to Tables 3-1/ 5-2/ 5-3/ 5-4). For periods of UA and TIME LOST refer to Chapter 7.

a. For computation purposes, enlistments/inductions prior to 1 October 1979, date of initial entry is the PEBD. Enlistments/inductions on or after 1 October 1979 and prior to 1 June 1984, date of initial entry is the AFADBD.

b. Marines initially enlisted/appointed on or after 1 June 1984 and prior to 1 January 1985, the EOS is computed from the PEBD .

c. For Marines initially enlisting/appointed on or after 1 January 1985, the EOS is computed from the Date of Original Entry Armed Forces (DEAF).

d. Officers appointed after completion of either a service academy or an ROTC Scholarship Program incur an 8-year EOS computed from the AFC date without Regard to prior service.

2. The following Computer Generated Advisory Messages are possible:

a. **MR IS IN SUSPENSE PAY STATUS AT CENTRAL.** This message is followed by the statement, "REENLISTMENT, SEPARATION, LOST TIME, EXTN, COFG OR ECC ENTRY REQRD." This indicates that the Marine's ECC has expired in MCTFS. Usually, the RU is late in reporting one of the statements listed above. If it is determined that only the ECC is wrong, assistance must be requested from the MISSO since the RU cannot report a new ECC once it has expired. If the ECC has expired while confined serving sentence or awaiting trial by court-martial do not report a new ECC, instead report an appropriate DUTY STATUS CODE.

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b. **ECC EXPIRED YYYYMMDD (REPORTED BY MISSO-17 ONLY)**. This message will appear on the DFR followed by the statement "REENLISTMENT, SEPARATION, LOST TIME, EXTENSION, COFG, OR ECC ENTRY IS REQUIRED PER MCTFSPRIM." This statement will appear after each file maintenance cycle until a correct ECC has been reported. This condition can exist when a unit has been delinquent in reporting time lost, reenlistments, extensions of enlistment, etc., or when these entries have failed and have not yet been corrected. An appropriate AS OF entry may be required to ensure that all data elements, not just ECC, are updated as appropriate. The following is provided:

(1) For an enlisted reservist while on AD, RESERVE ECC will be reported by the AD RUs.

(2) The ECC will reflect the ending date of the DD Form 4 for enlisted Marines and '00000000' for officers.

(3) For inductees, ECC is the expiration of period of AD.

(4) For retired and FMCR personnel on AD, ECC is the date of expiration of period of AD.

(5) The ECC will not be changed for personnel involuntarily extended on AD for an indefinite period.

(6) The servicing MISSO reports: Changes to ECC once the ECC has expired, ECC PEND STAT, ECC PEND STAT DELETE, and WILL REENTER.

30307. EAS/ECC FOR RESERVE OFFICERS (TTC 077/122).

1. Reporting units will not report the EAS/ECC for reserve officers on the UD. These data elements are controlled by CMC and all other changes or corrections will be entered at that level or by the MISSO. Officer EAS's normally fall on the 1st or 15th of the month. The following guidelines will be utilized for reporting the EAS/ECC into MCTFS for reserve officers on AD:

a. The EAS/ECC for AR officers will be reported by CMC (RAM).

b. The EAS/ECC for Reserve officers on Active Duty Special Work (ADSW) will be reported by the appropriate active duty unit. **Both the EAS and the ECC are to be reported as the same date.** If both entries are reported on the same UD, action date the EAS one day prior to the ECC. If all of the following conditions are not met, the entry(ies) will fail, and the unit must contact the CMC(RA).

(1) These officers must have a component code of 'C7', 'CC', 'CF', or 'K3'.

(2) The record must contain a valid Current Active Duty Began Date (CADBD).

(3) The reported EAS/ECC must be greater than the CADBD plus 30 days.

(4) The reported EAS/ECC must **not** be greater than the CADBD plus 179 days.

(5) The EAS/ECC reported cannot be greater than the end of the current fiscal year.

c. The CMC (MRRO-5) will report the EAS/ECC for those Marines assigned component code 'C1' when they initially report for AD to attend TBS. If component code 'C1' requires a reestablishment, change, or correction of an EAS/ECC, the new EAS/ECC will be reported by the CMC (MMOA).

30308. BASIC PAY ADJUSTMENT, RETAINED PAST EAS WHILE DEPLOYED ABOARD NAVAL VESSEL (TTC 285/286).

1. When the EAS date expires while a Marine is serving on a naval vessel in foreign waters, the Marine may be retained beyond normal EAS for the COFG until the vessel returns to CONUS. Under current provisions of law, if the Senior Officer Present Afloat (SOPA) determines it is



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"service essential to the public interest", he may authorize the involuntary retention of enlisted Marines at sea beyond their EAS until the vessel returns to CONUS. Enlisted Marines involuntarily retained under this authority must be discharged not later than 30 days after arrival in CONUS and, except in time of war, are entitled to an increase in basic pay of 25 percent for the period in which they are involuntarily retained. The CMC (MM) will be notified as soon as it is determined that the involuntary retention will be required.

2. There are no similar provisions in law that authorize the involuntary retention of officers beyond their normal EAS. Accordingly, all officers must be returned to CONUS in time to permit processing and release from AD at their EAS. Operational circumstances may necessitate deployments aboard ship to be extended. In the absence of the foregoing declaration by the SOPA, all Marines deployed aboard ship, who are approaching their EAS, will be transferred to CONUS in the same manner that Navy personnel are transferred while at sea. When a Marine is retained beyond EAS and is entitled to the 25 percent increase in basic pay, use the following statement:

[illegible]

3. Entitlement to the 25 percent increase in basic pay may be terminated by reason of transfer to a hospital or not having been discharged within 30 days after return to CONUS. When entitlement is terminated prior to discharge, use the following statement to report the termination:

TTC 286 000                    TERM BASIC PAY 25 PERCENT INC ED \_\_\_\_\_  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

30309. WILL REENTER (TTC 123).

In order to report a WILL REENTER statement, a **request for reenlistment** for an enlisted Marine, or a request for augmentation or renewal of a reserve contract for an officer **must have been submitted**. The acceptance of this entry into the system will flag the record and allow for a 30 day grace period, after expiration of the ECC, before accrual of pay and allowances, leave, Direct Deposit, and allotments are stopped. When a Marine's request for reenlistment, augmentation, or renewal of contract is disapproved, or the Marine fails to reenlist, augment, or renew the contract, **it is essential** that the separation be reported correctly and timely to terminate the MMPA. **Failure to do so will result in overpayments made via Electronic Fund Transfer/Direct Deposit (EFT/DD) or allotments being paid after the date of separation.** The WILL REENTER statement will be reported **no earlier than 90 days, but no later than 15 days**, prior to ECC. Report as follows:

TTC 123 001 WILL REENTER|

**NOTE:** The reporting and posting of an agreement to extend enlistment (TTC 116 000 EXTENL) will also provide for the 30 day grace period described above. **Do not** report the WILL REENTER entry for extensions of enlistment unless approval of the agreement to extend is **not** received within 15 days of the Marine's ECC. Additionally, the WILL REENTER entry should not be used when an agreement to extend enlistment has been reported and the extension has not yet become effective. If WILL REENTER is reported when EXTENL is pending (not yet effective), the entry will fail.

30310. ECC/EAS FLAG.

The flag is automatically generated upon processing an extension of enlistment, retirement, etc. The ECC/EAS flag appears in the LES when a status change occurs.

30311. LENGTH OF ENLISTMENT (TTC 155).


1. The length of enlistment is the length of time, **expressed in years**, for which a Marine

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enlists, is inducted, or re-enlists. This information is obtained from the enlistment contract or the record of induction.

2. The length of enlistment is automatically entered during the accession process and normally is not subject to change. Upon reenlistment, this information is reported as a part of the reenlistment entry. In the event that the length of enlistment in the MCTFS record is erroneous, use the following statement to report the correct information:

```
TTC 155 000          LENGTH ENL  YRS|
                        |
1-byte number of years;  |
(for example, 2, 3, 4, or 5)  |
```



3. For Reserve Marines the length of enlistment for prior service is the length of time, expressed in years, for which a Marine enlists or reenlists. This information is obtained from the enlistment contract. Upon reenlistment, this information is automatically updated as part of the reenlistment entry.

4. The length of enlistment for nonprior service Reserve Marines, however, will reflect the member's SMCR IDT obligation vice the actual length of the enlistment contract as determined by the assignment of component code. The information below will be used to determine the correct length of enlistment:

<u>COMP CODE</u>	<u>LENGTH OF ENLISTMENT</u>
K8	3 YRS
K9	4 YRS
B5	5 YRS
K4	6 YRS

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If the number of previous enlistment's in the same component (USMC or USMCR) is	and the Marine is reenlisting in the same component, then report the following abbreviation
one previous enlistment	2 <sup>nd</sup>
two previous enlistments	3 <sup>rd</sup>
three previous enlistments	4 <sup>th</sup>
four previous enlistments	5 <sup>th</sup>
five previous enlistments	6 <sup>th</sup>
six previous enlistments	7 <sup>th</sup>
seven previous enlistments	8 <sup>th</sup>
eight previous enlistment's (see note 1)	9 <sup>th</sup>

**NOTE 1:** When a Marine has eight or more previous enlistments, always report 9TH as the number of enlistment.

**NOTE 2:** When a Reservist enlists in the USMC for the first time, report 2<sup>nd</sup> as the number enlistment. When an AD Marine enlists in the USMCR for the first time report 2<sup>nd</sup> as the number of enlistment

FIGURE 3-3--REENLISTMENT NUMBER ABBREVIATIONS.

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TABLE 3-1--ADDITIONAL INFORMATION TO BE REPORTED IN REENLISTMENT REMARKS.

R U L E	A	B	C	D
	Reenlist remarks will include	and this information	then use the statement shown/refer to paragraph/figure indicated for detailed instructions	TTC
1	billet MOS	required only if the current information has changed	BILMOS _____   4-digit billet MOS _____   Refer to Chapter 5	177 000
2	strength category		STRCAT _____ EFF DATE _____   1-digit code _____   8-digit ED (YYYYMMDD) _____   Refer to Chapter 6	112 000
3	home of record	required only if it is an authorized change of the HOR previously listed on the DD Form 4 and/or Record of Induction	HOME REC _____   5-digit county/state code _____   Refer to Chapter 5	174 000
4	advance leave balance carried forward, if applicable		Refer to Chapter 7	

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TABLE 3-2--ESTABLISHING AND CHANGING ECC.			
R U L E	A	B	C
	If the Marine	because of	report ECC change when
1	has a change of status	temporary officer reverted to enlisted status and enlistment has not expired	reporting change of status.
		transferred to the FMCR or enlisted retired and retained on AD	
2	is involuntarily extended or retained	war or national emergency	no reporting required
		medical, legal, or higher authority hold for an indefinite period	
3	voluntarily extends		
4	cancels voluntary extension		
5	is enlisted and on Retired list or the FMCR and assigned to AD		Marine joins first unit of Regular Establishment
6	returns from a period of absence	expired ECC date	Marine is returned to a full-duty status for the purpose of making good time lost.
7	is scheduled to be separated prior to ECC (see note)		the separation date is known, but not later than the drop entry.

**NOTE:** Rule 7, above, does not apply for retirements, transfers to the FMCR, or separation on the last workday prior to ECC.

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TABLE 3-3--LENGTH OF ACTIVE SERVICE DETERMINATION.

R U L E	A	B	C	D
	If the Marine is a/an	and is serving	the length of AD is	and
1	Reserve Officer	on initial tour of obligates AD	the number of months of AD	no reporting is required (entered at accession).
2		on EAD		(NOTE 1)
3		on SWAG	the number of months of the SWAG	No reporting is required
4		on AD and extends tour of AD (not SWAG, UAD, EAD, EDR, or indefinite AD)	the number of months for which extended	Report when extension of tour is effective
5	Retired officer	on AD	the number of months of AD	Report when joined on AD.
6	Regular enlisted	on Regular enlistment	the number of months of enlistment	No reporting is required entered at accession (NOTE 2)
7		on an extension of enlistment	the number of months of extension	Report when extension enlistment is executed. (see NOTE 3)
8	Reserve enlisted	on IADT and ETT (6 months Training Program or Critical Skills Program)	6 months (IADT) plus length of ETT	report when assigned IADT and ETT
9		on EAD	the number of months of AD	no reporting is required (entered at accession).

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TABLE 3-3 CONTINUED--LENGTH OF ACTIVE SERVICE.				
R U L E	A	B	C	D
	If the Marine is a/an	and is serving	the length of AD is	and
10		on IADT/ETT and is assigned to EAD	the number of months for which extended	report when extension is effective (also report component code and the new EAS).
11	FMCR	on EAD	the number of months of AD	report when transfer to the FMCR, and retention on EAD are reported
12	inductee	on AD		no reporting is required ( <b>NOTE 4</b> )

**NOTE 1:** If this is initial assignment to EAD, the date is entered automatically into the MCTFS. If currently serving on AD, this information will be reported at the time the EAD becomes effective.

**NOTE 2:** It is not necessary to report length of active service or length of enlistment upon immediate reenlistment.

**NOTE 3:** This reporting requirement is included in the reporting of extension of enlistment remark.

**NOTE 4:** Although certain Regular and career Reserve officers are obligated to serve a definite period of AD due to their attendance at certain special-type schools, their length of active service will still be reported as '00' (zeros).

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TABLE 3-4--ESTABLISHING AND CHANGING EAS.

R U L E	A	B	C
	If the Marine	because of	report the EAS change when
1	has a change of status	temporary officer reverted to enlisted status whose enlistment did not expire while serving as an officer;	reporting change of status.
		enlisted transferred to the FMCR and retained on AD	
2		being declared a deserter	reporting the desertion by UD statement. <b>(NOTE)</b>
3	is an enlisted reservist retained on AD	a modification to current AD orders	Marine accepts the modification to current orders.
4	is <u>involuntarily</u> extended/retained or voluntarily retained on active duty beyond normal EAS	extension declared in event of war/national emergency	directed by the CMC (MMEA-5).
5		retention for reason other than war/national emergency	retention becomes effective, but not earlier than 90 days prior to the ECC.
6	voluntarily extends		no reporting necessary (par 30303)
7	cancels voluntary extension		
8	is retired	assignment to AD by own request/consent	Marine accepts orders, establishes date of the EAS.
9	is retained beyond EAS in a non-pay status	UA, IHCA, confinement or SICK-MISCONDUCT	Do not report an EAS COFG, report the appropriate duty status.

**NOTE:** Required only when Marine has executed a voluntary extension of enlistment which has not become effective.



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## CHAPTER 4 PERSONAL INFORMATION

### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A) <http://www.dtic.mil/comptroller/fmr/>
2. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation.
3. SECNAVINST 5300.3 Management of HIV-I Infection in the Navy and Marine Corps.
4. SECNAVINST 5300.30
5. MCO P1001R.1, Marine Corps Reserve Administrative Management Manual, (MCRAMM).
6. MCO P1070.12, Marine Corps Individual Records Administration Manual, (IRAM).
7. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN). (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
8. MCO 1306.16 Conscientious Objectors
9. MCO P1400.32, Marine Corps Promotion Manual Volume 2 Enlisted Promotion, (MARCORPROMAN VOL. 2 ENLPROM).
10. MCO 1740.13 FAMILY CARE PLANS.
11. MCO P1751.3 BAH for Marines with dependents.
12. P1900.16, Marine Corps Separation and Retirement Manual, (MARCORSEPMAN).
13. MCO 5000.12 Marine Corps Policy on Pregnancy and Parenthood
14. MCO P5211.2, The Privacy Act of 1974.
15. MCO 5521.3, Personnel Security Investigation Security Clearance and Access.
16. MCO 6100.10, Weight Control and Military Appearance.
17. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). <https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>
18. Worldwide Geographic Location Codes Publication. <http://hydra.gsa.gov/glc/>

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## Section 1: PERSONAL DATA

### 40100. INTRODUCTION.

1. The different categories of Individual Data are those items that pertain to a specific Marine, such as Social Security Number, Birth, Race, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this Section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
040 000 REQ_____CLNC ACTION	HQ REG RES	N	N
041 000 CLNC__ELIG__INVEST__AGENCY__INVES DT__ADJU DT__	HQ	N	N
069 000 BIRTH_____	HQ REG RES	N	N
154 000 CITIZENSHIP ALIEN (_____)	HQ REG RES	N	N
154 001 CITIZENSHIP DERNAT (_____)	HQ REG RES	N	N
154 002 CITIZENSHIP DERUS (_____)	HQ REG RES	N	N
154 003 CITIZENSHIP NATLZD (_____)	HQ REG RES	N	N
154 004 CITIZENSHIP RESIDENT (_____)	HQ REG RES	N	N
154 005 CITIZENSHIP US	HQ REG RES	N	N
154 006 CITIZENSHIP USNAT (_____)	HQ REG RES	N	N
163 001 RACE__SEX__ETHNIC__	HQ REG RES	N	N
165 000 RELIGION_____	HQ REG RES	N	N
238 000 NAME _____	HQ REG RES	N	N
239 001 SSN_____	HQ REG RES	N	N
272 001 MARITAL STATUS_____	HQ REG RES	N	N
499 024 HOME TELEPHONE NUMBER_____	HQ REG RES	N	N

### 40101. SECURITY CLEARANCES (TTC 040).

1. The Department of the Navy Central Adjudication Facility (DONCAF) has been tasked by the Secretary of the Navy to be the central point for granting security clearances to military personnel. Regulations regarding security investigations and levels of security clearance are contained in OPNAVINST 5510.1 and MCO 5521.3.

a. Level of Security Investigation and/or Clearance Granted. A Marine's level of security investigation and/or clearance is provided in MCTFS selecting submenu 'TBTR'.

b. Prior to requesting a security clearance, the RU must first view the Marine's electronic record (MCTFS, submenus 'MISC', or 'TBTR') for current security clearance level held. If the Marine currently holds the level of security clearance required, no action is required. If the Marine currently holds a lower level of security clearance, the Unit Commander will request security clearance via UD, based on a completed Special Background Investigation (SBI), Background Investigation (BI), National Agency Check (NAC), or Entrance National Agency Check (ENTNAC). The granting or denial of a clearance will be provided by DON CAF as an advisory message on the reporting unit's DFR. DONCAF will provide RU's with advisory messages providing the status of security investigation and clearance requests.

c. Only one type of investigation and one level of clearance is maintained in the CMF. For example, if the Marine previously was granted a secret clearance based on an ENTNAC, that information would be in the CMF. If later the Marine is required to hold a Top Secret clearance based on a SBI, the unit will submit the request per the references.

d. When reporting a request for a clearance action, the Marine's place of birth (POB) must be reported when the INITIAL SECURITY ACTION is requested, if the POB data is not on the CMF. **If the POB is resident on CMF do not rereport it, the transaction will fail.** POB should be action dated 1 day prior to the request for initial security action when reported on the same UD. Use the following statement to report a request for clearance action:

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TTC 040 000                      REQ\_\_\_\_\_CLNC ACTION|

1-byte clearance action\_\_\_\_\_↑

**NOTE 1:** Reporting request termination of clearance code 'F' will automatically delete the security clearance held and advise the DONCAF of the termination.

**NOTE 2:** Reporting clearance code 'I' will delete previously reported requests **pending** at DONCAF. Code 'I' will only be utilized to query DONCAF for missing investigation data.

40102. DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION FACILITY (DONCAF) SECURITY.

1. The MCTFS CMR record contains six blocks which are used by the DONCAF in the clearance process. This data is reported by the DONCAF via UD (not available for field use). When TTC 041 processes, an advisory is generated on the DFR of the RU having custody of the Marine's record. Use the following statement to report security clearance action by DONCAF:

TTC 041 000                      CLNC\_\_\_\_\_ELIG\_\_\_\_\_INVES\_\_\_\_\_AGENCY\_\_\_\_\_INVES DT\_\_\_\_\_ADJU DT\_\_\_\_\_|

1-byte authorized  
clearance code  
from MCO P1080.20 \_\_\_\_\_↑

1-byte clearance eligibility  
code from MCO P1080.20 \_\_\_\_\_↑

1-byte investigation type code  
from MCO P1080.20 \_\_\_\_\_↑

1-byte investigative agency code  
from MCO P1080.20 \_\_\_\_\_↑

8-byte ED (YYYYMMDD) of investigation completion \_\_\_\_\_↑

8-byte ED (YYYYMMDD) of adjudication \_\_\_\_\_↑

2. History Statements will appear on the DFR of the RU and may require further action by the RU. The following are standard History statements that can be utilized by the DONCAF to communicate with the RU of a Marine:

TTC HIS 001: NO REC OF MARINE IN DIS INVESTIGATION FILES. REQ PROVIDE ANY  
MAIDEN/OTHER SURNAME USED.

TTC HIS 002: EXTENSION OF SNM'S INTERM CLNC IS AUTHORIZED FOR 90 DAYS.

TTC HIS 003: EXTENSION OF SNM'S INTERM CLNC IS NOT AUTHORIZED.

TTC HIS 004: DIS HOLDS NO REC OF NAC REQ FOR SNM; SUBMIT NAC REQUEST PER OPNVINST 5510.1.

TTC HIS 005: INV FILES REQUIRE REVIEW IF CLNC REQUESTED.

TTC HIS 006: DIS REFLECTS SNM HAS NO INV BASIS TO SPT CLNC. INITIATE APPRO INV PER OPNVINST  
5510.1.

TTC HIS 007: DIS HOLDS NO REC OF PERIODIC REINVES (PR) FOR SNM; SUBMIT PR REQ PER OPNVINST  
5510.1.

TTC HIS 008: FORWARD ALL DEROG INFO IAW MCO 5521.3H.

TTC HIS 009: BI/SBI MUST BE REVIEWED IF TS CLNC REQUIRED.

TTC HIS 010: DIS PERS SCTY INVES OF SNM STILL IN PROGRESS; WILL ADV CLNC AFTER  
ADJUDICATION RSLTS REC.

TTC HIS 011: ADVISE WHETHER SNM HAS HAD BREAK IN SVC TO EXCEED ONE YEAR.

TTC HIS 012: SNM DUE FOR PR TO UPDATE BI/SBI. SUB REQ FOR PR TO DIS PER OPNVINST 5510.1.

TTC HIS 013: SNM NOT ELIG FOR CLNC DUE TO NON-US CITIZEN. IF QUALS, REQ LAA PER  
OPNAVINST 5510.1.

TTC HIS 014: DON CAF HOLDS NO NON-DISCLOSURE AGREEMENT (NDA) FOR SNM; REQ SUBNPA PER  
OPNAVINST 5510.1

TTC HIS 015: SNM NOT ELIG FOR SCTY CLNC DUE TO NON-U.S. CITIZEN. IF U.S. CITIZEN,  
ROVIDE VERIFICATION.

TTC HIS 016: FINAL SCTY CLNC FOR SNM HELD IN ABEYANCE PENDING RECEIPT OF AL INV FILES.

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TTC HIS 017: DIS HAS NO INV BASIS TO SUPPORT TS CLNC, INITIATE APPROPRIATE INV PER OPNAVINST 5510.1.  
TTC HIS 018: INVALID CMD REQ ACTION CODE SUBMITTED, NO ACTION TAKEN, RESUBMIT WITH CORRECT CODE.

**NOTE:** Contact the local MISSO for assistance/clarification concerning any computer-generated messages.

40103. DATE OF BIRTH (DOB) (TTC 069).

1. DOB is shown on the appointment acceptance record, enlistment contract or record of induction. When this date is incorrect in MCTFS, report as follows:

TTC 069 000      BIRTH \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

2. If the date is also incorrect on the appointment acceptance record, enlistment contract or record of induction, correct the document in accordance with MCO P1070.12.

3. The SSN, name, and DOB in MCTFS must match the SSN, name, and DOB in the Social Security Administration files. Therefore, the SSN will be resubmitted from DFAS, KCC to the Social Security Administration for verification/validation each time a change of SSN, Name, or DOB is reported into the MCTFS.

40104. NAME (TTC 238).

1. The source document for verification of name is the enlistment contract, record of induction, or appointment acceptance and record. Inquiries concerning discrepancies on these documents which cannot be resolved at the RU should be sent to the CMC (MMSB-10). The unit commander must report official name changes.

2. The Marine's MCTFS record is identified by a combination of the SSN and initials of the last, first, and middle name. The computer compares SSN/initials on the UD statement to the SSN/initials contained in MCTFS. When SSN/initials on the UD do not match the SSN/initials in MCTFS, the UD entry will be rejected.

3. The following action is required of the RU upon receipt of an advisory notification of transactions rejected because of invalid or mismatched SSN/initials:

a. Verify the SSN, last name, and initials on the file copy of the UD against the enlistment contract, record of induction, or appointment acceptance and record.

b. If the SSN or initials in the UD entry were incorrect, resubmit all statements with the correct SSN/initials.

c. If name/initials are incorrect in MCTFS, the following action must be taken:

(1) Report a join if the Marine has not been joined into the RU. The Marine must be in the RU before further corrective action can be accomplished. The join entry must show the name/initials as contained in the MCTFS in order to be processed.

(2) Once the join entry has been accepted and the Marine is a member of the RU, report the entry shown below to change the name/initials in MCTFS.

d. If the name/initials are also incorrect on the enlistment contract, record of induction, or appointment acceptance and record, correct the document in accordance with MCO P1070.12. Only request for name changes where there is a question of legality should be forwarded to CMC (MMSB-10). The middle name and cadency code (formerly suffix) are now reported in separate fields. The old 32 byte Name format will be retained throughout MCTFS, except that the expanded name will be posted to the D151 remark. Report as follows:

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TTC 238 000      NAME \_\_\_\_\_ |

26 byte (maximum) Last name \_\_\_\_\_ ↑

20 byte (maximum) First name \_\_\_\_\_ ↑

20 byte (maximum) Middle name \_\_\_\_\_ ↑

1-4 byte Cadency Code (Suffix) \_\_\_\_\_ ↑

4. When name/initials are incorrectly recorded on the UD in an EXCLUSIVE or GROUP entry, report individual corrections for each transaction rejected due to erroneous name/initials.

40105. SOCIAL SECURITY NUMBER (SSN) (TTC 239).

1. The SSN is assigned by the Social Security Administration and is recorded on the enlistment contract, record of induction, or the appointment acceptance and record, as appropriate.

2. The SSN and the initials are used to identify the appropriate computer record. An incorrect SSN will cause the UD statements to be rejected because there will be no computer record with the same combination of SSN/initials. Therefore, it is mandatory that the SSN for the Marine be correctly recorded on the UD. Hyphens or spaces will not be used when recording the SSN on the UD.

3. Statements that are rejected because of incorrect SSN/initials will appear on the RU's DFR. The following action is required of the RU upon receipt of a transaction rejected because of invalid SSN or erroneous SSN.

a. Verify SSN information resident in MCTFS against the Marine's Social Security Card.

b. If the SSN is incorrect in the MCTFS, the following action must be taken:

(1) If the Marine has not been joined into the RU, report a join entry, using the SSN resident in MCTFS. The Marine must be in the RU before further corrective action can be accomplished. The join entry must show the SSN as contained in the MCTFS in order to be processed.

(2) Once the join entry has been accepted and the Marine is a member of the RU, report the correct SSN as follows:

TTC 239 001      SSN \_\_\_\_\_ |

New/correct 9-byte SSN \_\_\_\_\_ ↑

(3) All entries that were submitted under the incorrect SSN and failed to post must be re-input under the correct SSN after the MCTFS has been updated.

4. If the correct SSN cannot be obtained from the Marine's social security card or if the Marine does not have a social security card, request the necessary information from the nearest Social Security Administration office.

5. When the SSN is incorrectly reported on the UD in an EXCLUSIVE or GROUP entry, report individual corrections for each transaction rejected because of erroneous SSN.

6. If the SSN reported with an accession transaction, such as an INIT JOIN or accession at the Marine Corps recruit depot is already in MCTFS, the accession will be rejected. The RU must take the action specified in rules 1 and 2 of Table 4-1.

7. When the Marine is accessed and the SSN is not already contained on the file, the accession is accepted, and the SSN is added to the file. Once the record has been added to the CMF, the SSN is verified with the Social Security Administration. The SSN validation process described herein is accomplished by computer process between DFAS-KCC and the Social

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Security Administration. Individuals are identified in the Social Security Administration files by NAME, DOB, and SSN.

a. If the MCTFS information agrees with Social Security Administration files, the SSN is validated in the MCTFS.

b. If the MCTFS information does not agree with Social Security Administration files, an advisory message will be repeated every 30 days until resolved.

c. The RU must take action specified in Table 4-1. The SSN is retained on the MCTFS files, and UD entries may continue to be reported pending resolution of the discrepancy.

8. SSN, name, **and** DOB in the MCTFS must match SSN, name, and DOB in Social Security Administration files. Therefore, the SSN will be resubmitted from DFAS to the Social Security Administration for verification/validation **each** time a change of either SSN, name, or DOB is reported.

9. It is the responsibility of the individual Marine to ensure that the records at the Social Security Administration are correct. Even when the MCTFS information is correct, SSN will not be validated if Social Security Administration information is incorrect. In such cases, the individual Marine must write to the Social Security Administration and request a correction of records as follows:

a. The Application for Social Security Number, Treasury Department Social Security Administration Form SS-5 will be used to correspond with the Social Security Administration.

b. The Social Security Administration Form SS-5 and instructions may be obtained from any U.S. Post Office or from the SSA website <http://www.ssa.gov/online/ss-5.html>.

c. Complete the Social Security Administration Form SS-5 per the instructions contained on the reverse side of the form, except:

(1) Item #1 - Enter the Marine's name exactly as it is shown in the military records.

(2) Item #11 - Use the Marine's military address.

d. Send the completed, signed, Social Security Administration Form SS-5 to:

Social Security Administration  
6401 Security Boulevard  
Baltimore, Maryland 21235

10. The Social Security Administration will verify the Social Security Administration Form SS-5 against their information and will inform the Marine of any changes that were made based on the most current Social Security Administration Form SS-5 received. The second page of the personal data screen and (PERS) is where you view a Marine's SSA Validation information.

40106. CITIZENSHIP AND/OR COUNTRY OF ORIGIN (TTC 154).

1. Information concerning citizenship is recorded on the enlistment contract/application for enlistment, record of induction, or Appointment Acceptance and Record.

2. Refer to the Website <http://hydra.gsa.gov/glc> for the correct geographical code for reporting country of origin and MCO P1080.20 for the abbreviations entered into MCTFS for Citizenship Codes.

3. The following statements are provided:



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a. Non-U.S. Citizen (an Alien):

TTC 154 000                      CITIZENSHIP ALIEN \_\_\_\_\_|  
2-byte geographical  
code for country of origin \_\_\_\_\_↑

b. U.S. Citizen Derivative by Naturalization (acquired citizenship after birth by naturalization of one or both parents):

TTC 154 001                      CITIZENSHIP DERNAT \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

c. U.S. Citizen Derivative by Birth (acquired citizenship at birth **outside** of the U.S. of parents, one or both of whom are U.S. citizens at the time of person's birth):

TTC 154 002                      CITIZENSHIP DERUS \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

d. U.S. citizen (naturalized):

TTC 154 003                      CITIZENSHIP NATLZD \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

e. Non-U.S. Citizen who has declared intention to obtain U.S. Citizenship by filing INS form N-315, N-321 or N-325:

TTC 154 004                      CITIZENSHIP RESIDENT \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

f. U.S. citizen by birth:

TTC 154 005                      CITIZENSHIP US|

g. U.S. National by Birth:

TTC 154 006                      CITIZENSHIP USNAT \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

40107. RACE/SEX/ETHNIC GROUP (TTC 163).

1. The race, sex and ethnic group of the Marine are recorded on the appointment acceptance and record, enlistment contract/application for enlistment or record of induction. The information is initially entered into the CMF during the accession process.

2. The race/sex/ethnic information will be reported to correct erroneous information discovered during a record audit.

3. Both the correct race and sex must be reported. Report as follows:

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TTC 163 001            RACE\_\_SEX\_\_ETHNIC\_\_|

1-byte Code            ↑            ↑            ↑  
 from MCO P1080.20

M or F as appropriate            ↑

1-byte Code            ↑  
 from MCO P1080.20

## 40108. RELIGION (TTC 165).

1. The religious denomination or preference of the Marine is recorded on the Appointment Acceptance and Record for officers and on the enlistment document/application for enlistment for enlisted personnel. This information is initially entered into the MCTFS record through the accession process.

2. All changes or corrections of religious denomination are reported as follows:

TTC 165 000    RELIGION\_\_|

2-byte code            ↑  
 from MCO P1080.20

## 40109. MARITAL STATUS (TTC 272).

Marital status for recruits is automatically entered into the MCTFS CMF as part of the accession process at the recruit depots. Once marital status is entered into the Marine's CMF, a UD entry will be required only to correct or change a marital status code. Marital status code will appear on the BIR. Ensure the correct dependent information has been reported in conjunction with marital status. Report as follows:

TTC 272 001            MARITAL STATUS\_\_|

Marital Status Code            ↑  
 from MCO P1080.20

## 40110. HOME TELEPHONE NUMBER (TTC 499 024).

1. An accurate home telephone number will be maintained in MCTFS on every Marine for official use.

2. The home telephone number will contain no blanks or special characters; for example, home telephone number (999) 555-2222 will be entered as 9995552222. Report as follows:

TTC 499 024            HOME TELEPHONE NUMBER\_\_|

10-byte home telephone number            ↑  
 (Do not use hyphens or spaces)

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## 40111. MISCELLANEOUS DATA.

1. The different categories of Miscellaneous Data are those items that pertain Duty Preference, Hard copy Leave Earnings Statements (LES), Gas Mask and Helmet Size, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
161 000 EX POW____	HQ REG RES	N	N
180 000 PREF DU____	HQ REG	N	N
256 000 PRECEDENCE NUMBER____	HQ	N	N
*386 000 START E-MAIL ADDRESS____	HQ REG RES	N	N
*386 001 CHAN E-MAIL ADDRESS____	HQ REG RES	N	N
*386 002 STOP E-MAIL ADDRESS____	HQ REG RES	N	N
386 003 STOP HARDCOPY LES PRINT	HQ REG RES	N	N
386 004 STRT HARDCOPY LES PRINT	HQ REG RES	N	N
463 000 GAS MASK SIZE____MASK TYPE____HELMET SIZE____	HQ REG RES	N	N

\* = NOT USED AT THIS TIME.

## 40112. EX-PRISONER OF WAR (EX-POW) (TTC 161).

1. The EX-POW codes indicate whether the Marine was ever a POW during any of the listed combat actions of the Armed Forces, and the area where held a prisoner.

2. For combinations not shown, select the one that best describes the Marine's case. Any change, establishment, or correction to the EX-POW information will show the applicable abbreviation. Report as follows:

TTC 161 000            EX POW\_\_\_\_|

1-byte code from  
MCO P1080.20\_\_\_\_\_↑

## 40113. PREFERENCE OF DUTY (TTC 180).

1. Preference of duty codes are entered into MCTFS in two ways. For Sergeants and above, the preference of duty is entered from the fitness report. If the Marine desires a change to the preference of duty originally entered on the fitness report, a UD entry may be reported to correct the codes in MCTFS. For Corporals and below, a preference of duty code may be entered on the UD at the option of the individual Marine or the unit commander.

2. The following guidance is provided for use by individual Marines and the unit commander:

a. UD reporting of preference of duty is at the option of each Marine. This is not a required reporting item.

b. The assignment process at HQMC begins 5 months prior to the Marine's RTD. Therefore, Marines who desire to submit preference of duty on the UD must do so at least 6 months prior to their RTD. There is no guarantee that the Marine will be assigned to the requested duty station and specific duty stations should be avoided where possible. Specific assignments are always dependent upon a billet vacancy at the requested location or command. Each assignment is determined primarily by the **needs of the Marine Corps**.

c. Assignments for enlisted Marines returning from overseas are determined by the monitors at CMC (MMEA). Each assignment is determined primarily by the **needs of the Marine Corps**.









d. Unreasonable preferences will be avoided. For example, a PFC will not request duty

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with an I-I staff because there are no billets on an I-I staff for Marines in the grade of PFC. As a result, such a request would not be considered.

e. Requests for formal school training in an MOS other than the Marine's current MOS will not be submitted as a duty preference. Requests of this type must be submitted in writing to the CMC (MMEA).


f. Confirm duty preference codes prior to reporting. Report as follows:

TTC 180 000            PREF DU                         |  
3-byte first choice code        
3-byte second choice code       
3-byte third choice code        
(MCC or fitness report duty preference  
code

**Note:** If one or more reported Duty Preference Codes are determined to be invalid, the entry will fail. Confirm the MCC'S with MCO P1610.7 and MCO P1080.20 and re-report all three choices.

40114. PRECEDENCE NUMBER (TTC 256).

A Marine's Precedence Number is reported by CMC (MMPR) upon promotion to the next higher grade.

TTC 256 000            PRECEDENCE    NUMBER                    |  
8-byte number    

40115. HARD COPY LEAVE EARNINGS STATEMENTS (LES) (TTC 386).

This transaction will allow commanders to turn on or off a Marine's 'Hard Copy LES' print. Normally, the Marine will make this choice via the internet (<http://www.dfas.mil/emss/>). This option will assist the Marine and commanders in situations where use of the internet is not available and a hard copy of the LES would be preferred. Report Start or Stop Hard Copy LES as follows:









TTC 386 003 STOP HARDCOPY LES PRINT|

or

TTC 386 004 STRT HARDCOPY LES PRINT|

40116. GAS MASK SIZE, GAS MASK TYPE AND HELMET SIZE (TTC 463).

1. Assessing the procurement and issuing requirements of individual body armor is as follows:

TTC 463 000            GAS MASK SIZE    MASK TYPE    HELMET SIZE    |  
1-byte code from below        
1-byte code from below       
1-byte code from below      

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### GAS MASK SIZE CODE      DESCRIPTION

A	X-Small
B	Small
C	Medium
D	Large
E	X-Large
U	Unknown

### GAS MASK TYPE CODE      DESCRIPTION

F	AR5
G	M9A1
H	M17A1
J	M17A2
K	M24
L	M25
M	M25A1
N	XM40
P	XM42
U	Unknown

### HELMET SIZE CODE      DESCRIPTION

A	X-Small
B	Small
C	Medium
D	Large
E	X-Large
U	Unknown

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TABLE 4-1--SSN VALIDATION.			
R U L E	A	B	C
	If the error message on the DFR is	and research indicates that a/an	then
1	REPORTED SSN IS DUPLICATE AND ALREADY ASSIGNED TO ANOTHER MARINE. REFER TO MCTFSPRIM PAR 40104.	Erroneous SSN was reported on the UD	<ol style="list-style-type: none"> <li>1. Reaccess the Marine with the correct SSN.</li> <li>2. Resubmit all entries with the correct SSN.</li> </ol>
2		SSN reported on the UD agrees with SSN on Marine's social security card	<ol style="list-style-type: none"> <li>1. Marine will report discrepancy to the Social Security Administration using SSA Form SS-5</li> <li>2. If the Social Security Administration issues a new SSN, take action in rule 1, above.</li> <li>3. If Social Security Administration verifies current SSN as correct, notify the CMC (MMSB-10). Instructions will be provided by separate correspondence.</li> </ol>
3	SSN NOT ON SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR ACTION TO BE TAKEN	Marine was accessed with an erroneous SSN	Report correct SSN.

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TABLE 4-1 CONTINUED--SSN VALIDATION.

R U L E	A	B	C
	If the error message on the DFR is	and research indicates that a/an	then
4	SSN NOT ON SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR ACTION TO BE TAKEN	SSN was issued less than 30 days prior to date Marine was accessed into the MCTFS	It is possible that the MCTFS request for SSN validation reached the Social Security Administration before the SSN was added to the file. SSN's that were not validated are automatically resubmitted to the Social Security Administration every 30 days. No action required until receipt of second notice on DFR. If a second notice is required the Marine must request verification from the Social Security Administration. If a different SSN is received, report new SSN on UD. If SSN is verified as correct, no additional action is required.
5			
6	SSN INVALID IN MCTFS OR SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR NECESSARY CORRECTIVE ACTION.	Marine was accessed with erroneous SSN	Report correct SSN.
7		Name of DOB or both are incorrect in the MCTFS	Report correct name and/or DOB on UD.
8	SSN INVALID IN MCTFS OR SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR NECESSARY CORRECTIVE ACTION.	SSN, name, and DOB in the MCTFS are correct	<p>1. Marine must report current information to Social Security Administration using SSA Form SS-5</p> <p>2. If Social Security Administration issues a new SSN, Report on UD.</p> <p>3. If Social Security Administration files are incorrect and will be changed to conform with the MCTFS file, report DOB on UD.</p>

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## Section 2: MEDICAL DATA

### 40200. INTRODUCTION

1. The different categories of this Section are those items that pertain to Medical Data, such as Blood Type, Casualty Status, Mental Incompetency Flag, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
267 000 CAS STATUS_____RU	HQ	N	N
341 000 MEDSERVGRP AUTH HELD_____EXPIRES_____	HQ	N	N
342 000 FLT WAIVED_____	HQ	N	N
499 001 HIV III_____	HQ REG RES	N	N
499 018 BLOOD TYPE_____	HQ REG RES	N	N
754 000 MENTAL INCOMPETENCY FLAG_____	HQ	N	N
813 000 LAST PHYS EXAM_____	HQ REG RES	N	N
814 000 PHYS RISK CLASS_____	HQ RES	N	N
829 000 PHYS CERT_____	HQ RES	N	N

### 40201. CASUALTY STATUS (TTC 267).

Use the following statement to report a Marine's casualty status:

TTC 267 000 CAS STATUS\_\_\_\_\_RUC\_\_\_\_\_| (CMC (MHP-10)).

1-byte code \_\_\_\_\_  
from MCO P1080.20

5-byte RUC  
member attached to \_\_\_\_\_

### 40202. MEDICAL SERVICE GROUP/AUTHORIZATION HELD (TTC 341).

Medical service group/authorization held codes and expiration date for naval aviators, naval flight officers, officer navigators, air crewmembers, and air controllers are assigned upon completion of a medical evaluation and issuance of an authorization to an individual based on the results, and reported by CMC. Medical service group/authorization held codes are listed in MCO P1080.20.

TTC 341 000 MEDSERVGRP AUTH HELD\_\_\_\_\_EXPIRES\_\_\_\_\_| (CMC (MMOA ONLY))

1-byte A/N code \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

### 40203. WAIVER FLAG (FORMERLY AERONAUTICAL FLAG).

The waiver flags are codes indicating that a portion or all of the minimum or maximum annual flying requirements and/or monthly flight time for pay have been waived for a naval aviator or naval flight officer. Report as follows:



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TTC 342 000      FLT WAIVED \_\_\_\_\_ | HIST: \_\_\_\_\_ | (CMC ONLY)

1-byte waiver code from \_\_\_\_\_ ↑  
MCO P1080.20

2-byte waiver year last waiver \_\_\_\_\_ ↑  
issued (for example, 20)

Authority \_\_\_\_\_ ↑

## 40204. HUMAN IMMUNODEFICIENCY VIRUS (HIV III) TEST DATE (TTC 499 001).

1. All deployed Marines and all Rapid-Deployment-Forces are required to be tested for HIV III antibody annually. Additionally, all Marines being transferred to an overseas assignment must have been tested within 6 months prior to executing the overseas transfer. HIV III testing is required for all others during routine physical examination screening.

2. The Commander maintains the date of annual HIV III antibody testing in MCTFS for use in monitoring and tracking testing. Report as follows:

TTC 499 001      HIV III \_\_\_\_\_ |

6-byte ED (YYYYMM) \_\_\_\_\_ ↑

## 40205. BLOOD TYPE (TTC 499 018).

After verification from a competent medical authority, Blood Type information is reported using the following statement and codes:

TTC 499 018      BLOOD TYPE \_\_\_\_\_ |

1-byte code from below \_\_\_\_\_ ↑

<u>CODE</u>	<u>BLOOD TYPE</u>
1	A Negative
2	A Positive
3	B Negative
4	B Positive
5	AB Negative
6	AB Positive
7	O Negative
8	O Positive

## 40206. MENTAL INCOMPETENCY FLAG (TTC 754).

To report mental incompetency of a member. Report as follows:

TTC 754 000      MENTAL INCOMPETENCY FLAG \_\_\_\_\_ | (CMC ONLY)

1-byte 'Y' Yes or 'N' No \_\_\_\_\_ ↑

## 40207. DATE LAST PHYSICAL EXAMINATION (TTC 813).

1. Last Physical Exam information will be reported each time that a Marine completes a physical exam for any reason. The date of a Marine's last physical examination is obtained from the most recently completed Standard Form (SF) 88, Report of Medical Examination. The date of last physical examination will be reported whether or not the Marine was found physically qualified. Report as follows:

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TTC 813 000            LAST PHYS EXAM \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ |

**NOTE:** Any component codes that are considered TEMACDU (less than 180 days), must contact MISSO 16-17 to have this transaction reported. For **EXAMPLE**, component codes **C7, CA, CB**, etc. Refer to MCO P1080.10 for complete listing.

2. If a Marine is found not physically qualified for retention in the Marine Corps, whether pending evaluation by a medical board or awaiting separation, physical risk classification will be corrected to reflect current status. The accurate and timely input of the date of last physical examination and the current physical risk classification will be used to determine eligibility for mobilization and promotion. These entries are the unit commander's means to certify a Marine's physical status. The following guidelines apply:

- a. Members who are 49 years of age or less are required to have a physical examination every 5 years. The 5 year period commences on the date of the last physical examination.
- b. Members who are in the age group of 50 through 59 years of age are required to have a physical examination every 2 years. The 2 year period commences on the date of the last physical examination.
- c. Members who are 60 years of age or older are required to have a physical examination every year. The 1 year period commences on the date of the last physical examination.

3. If a Marine requests retirement, ensure the LAST PHYS EXAM is reported prior to transferring the Marine to the Retired List. (Refer to Chapter 10, SEPARATIONS).

### 40208. PHYSICAL CERTIFICATION (TTC 829).

The CG MCRSC or MISSO-17 reports the Physical Certification for members attending the Annual Muster or completing the Mail Screening Form. When this entry is reported, edits in MCTFS compare the DOB and the LAST PHYS EXAM. An advisory message is generated on the unit's DFR if the Date of Last Physical does not meet the Physical Examination requirements. Ensure the physical risk classification in the MCTFS is current (see below). Report as follows:

TTC 829 000            PHYS CERT \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ |

### 40209. PHYSICAL RISK CLASSIFICATION (TTC 814).

1. A physical risk classification code is assigned upon initial entry into the Ready Reserve. This code is used to determine eligibility for retention in the Ready Reserve and for promotion.

2. Physical risk information is obtained from unit records. Physical risk classifications which are not available from unit records are requested from CMC (MHP). Report as follows:

TTC 814 000            PHYS RISK CLASS \_\_\_\_\_ |

Code from MCO P1080.20 \_\_\_\_\_ |

4. Physical risk classification codes for the SMCR and the IRR officers are used by the CMC (MMPR) to determine eligibility for receipt of promotion after selection. Out-of-date physical risk codes and date last physical will result in delay of the promotion. The CG MCRSC will enter physical risk codes and date last physical for the IRR officers.

5. If a Reserve Marine's physical risk code is not recorded in the MCTFS upon completion of AD, MCTFS will automatically post an 'A' to MCTFS. RU's must verify the physical risk classification code in such instances, and if it is other than 'A', must report the correct code.

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## Section 3: WEIGHT CONTROL/MILITARY APPEARANCE

### 40300. INTRODUCTION.

1. The different categories of this section are those items that pertain to Weight Control and Military Appearance. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
337 000 TO WT CNTL	REG RES	N	Y
337 001 EXTEND WT CNTL	REG RES	N	Y
338 000 TO MILAP	REG RES	Y	Y
339 000 FR WT CNTL	REG RES	N	Y
339 002 FR MILAP	REG RES	N	Y

### 40301. WEIGHT CONTROL AND MILITARY APPEARANCE PROGRAM(WC/MAP) (TTC 337/338/339).

1. Weight control and military appearance information is used by the unit commander, training officer, higher echelons, CMC, the medical department, or the Department of Defense in monitoring Marines found to be physically unqualified as a result of obesity, an overweight condition, or unsatisfactory personal appearance.

2. Female Marines who become pregnant while assigned to weight control will remain on weight control in an 'inactive' status. No Unit Diary entry is required when a Marine on weight control becomes pregnant other than reporting Duty Limitation 'N'. When a Marine is subsequently reported to a non-medical duty limitation, it will reinstate the Marines active status on the Weight Control Program. Female Marines will not be eligible for promotion while assigned to weight control. See the reference for guidance concerning female Marines returning to full duty after childbirth/prematurely terminated pregnancy and the requirement to conform to weight or body fat standards.

3. After initial assignment to the WC/MAP, it is possible for the Marine to be removed from this program for satisfactory progress. Conditions requiring or permitting assignment, extension, or removal from the various categories of the WCMAP are contained in mco 6100.10. To report assignment to, extension of assignment, and removal from weight control and military appearance:


TTC 337 000\_\_TO WT CNTL|

TTC 337 001\_\_EXTEND WT CNTL|

TTC 339 000\_\_FR WT CNTL|

TTC 338 000\_\_TO MILAP|

TTC 339 002\_\_FR MILAP|

8-byte DOA  when the date of assignment to the WC/MAP differs from the date of the UD.

**NOTE 1:** The Promotion Restriction Period and Restriction Status Codes for TTC 337 are as follows: (Refer to Chapter 7, Section 7 for reporting TTC 053 PROM RESTR.)

TTC	ENGLISH	RESTR PERIOD	RESTR CODE
337 000	TO WT CNTL	UNTIL REMOVED FR WT CNTL	4

**NOTE 2:** If a Marine was reported to WTCNTL/MILAP due to administrative error, (i.e., reported

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TO WTCNTL using the incorrect SSN), use a DEL AS ERR statement to correct the error. In this case, there is no requirement to submit for BCNR.

**NOTE 3:** For Marines who become pregnant while assigned to WCMAP refer to Chapter 4, Section 4 to report a duty limitation of pregnancy.

a. When TTC 157 003 DU LIMIT PREGNANCY is reported on a Marine that is currently assigned to the Weight Control Program, it will suspend their status in the weight control program and generate the following advisory message: "MARINE PLACED IN INACTIVE WT CNTL STATUS".

b. Marines will not be promoted while in a Duty Limitation of 'N' (Pregnancy) and Weight Control Status Code of '5'. When the select grade routine is ran, it will automatically not consider these Marines.

c. When a Marine is reinstated to a non-medical duty limitation, it will again reinstate the Marines active status on the Weight Control Program and generate the following advisory: "MARINE RETURNED TO ACTIVE WT CNTL STATUS FOR SIX MONTHS".

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## Section 4: LIMITED DUTY STATUS

### 40400. INTRODUCTION

1. This section includes Duty Limitation and Duty Status. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
157 000 DU LIMIT CON OBJTR_____	HQ REG RES	N	N
157 001 DU LIMIT HAZ AREA RESTR_____	HQ REG RES	N	N
157 002 DU LIMIT INSUF ACT SERV_____	HQ REG RES	N	N
157 003 DU LIMIT PREGNANCY_____	HQ REG RES	N	N
*157 004 DU LIMIT MUL WOU RVN_____	HQ REG RES	N	N
157 005 DU LIMIT NONE_____	HQ REG RES	N	N
157 006 DU LIMIT LD MED BOARD_____	HQ REG RES	N	N
157 007 DU LIMIT PHYS REM_____	HQ REG RES	N	N
157 008 DU LIMIT RETN LD STAT_____	HQ	N	N
157 009 DU LIMIT SOLE SURV_____	HQ REG RES	N	N
157 010 DU LIMIT UNK_____	HQ REG RES	N	N
*157 011 DU LIMIT WOU RVN HOSP NOT RVN_____	HQ REG RES	N	N
157 012 DU LIMIT 17 YRS_____	HQ REG RES	N	N
157 013 DU LIMIT PCE CRPS SERV_____	HQ REG RES	N	N
157 014 DU LIMIT MEDICALLY NON-DEPLOYABLE_____	HQ REG RES	N	N
157 015 DU LIMIT ADMINISTRATIVELY NON-DEPLOYABLE_____	HQ REG RES	N	N
157 016 DU LIMIT KEY FED_____	HQ REG RES	N	N
460 000 DU STATUS_____	HQ REG	Y	N

### \* NO LONGER USED

### 40401. DUTY LIMITATION (TTC 157).

1. The duty limitation of the Marine is determined from the references and appropriate source documents. If more than one duty limitation is applicable, the more permanent limitation is reported. Use the appropriate statement shown above with an 8-byte (YYYYMMDD) equal to the determination date, to report change of duty limitation.

2. Table 4-5 summarizes requirements to report duty limitation. When a duty limitation no longer exists, report a UD entry to change the duty limitation to NONE or to the appropriate limitation, if another is valid.

### 40402. DUTY STATUS (TTC 460).

1. A Marines' Duty Status Code should reflect the current duty status of the individual Marine. The duty status is automatically updated based on submitted entries and will only reflect the most recent generated duty status. Particular attention must be paid to the current duty status of a Marine prior to reporting an entry that will affect this status.

2. Reporting Duty Status Codes 'B' through 'H', 'M', 'U', 'V', or 'W' will create a MCTFS D601 Pay Remark with an effective date of the transaction without a 'To' statement being reported. Reporting the duty status without the 'To' statement will prevent the RU from returning the Marine from that status. For **EXAMPLE**, if Duty Status 'D' (CONF AWTG TRIAL SPCM) is reported, a D601 Pay Remark will place the Marine in a confined status. However, the RU will not be able to report FROM CONF because the Marine was never reported TO CONF. Failure to adhere to this guidance will create unnecessary administrative burdens that cannot be corrected at the RU level.

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### 3. Additional reporting guidance is provided:

a. A JOIN DU entry automatically updates MCTFS to reflect a duty status associated with the type of join reported.

b. All TO entries submitted on the UD will automatically change a Marine's duty status based on the type of entry reported, i.e., a TO TAD EXCESS entry will change the duty status to 'A' (TAD).

c. Ensure FROM entries are compatible with the current duty status reflected in MCTFS, i. e., a RET FR IHCA entry will fail if MCTFS reflects a 'P' (Sick in hosp) duty status. All FROM entries submitted on the UD will automatically change a Marine's duty status to '1' (full duty status). When reporting a FROM entry with an ED, and the Marine is returning to a duty status other than '1', the ED on both entries must be the same. If returning to other than full duty status, refer to Chapter 7 and report as follows:

TTC 460 000            DU STATUS\_\_\_\_|  
Appropriate code            ↑  
from MCO P1080.20 \_\_\_\_\_

**NOTE:** Duty status cannot be reported with an ED prior to the ED of the last reported change in duty status.

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TABLE 4-5--DUTY LIMITATION.				
R U L E	A	B	C	D
	If the Marine	and	then	TTC
1	claims to be a conscientious objector	Marine has been designated a conscientious objector by competent authority as outlined in current Marine Corps directives	DU LIMIT CON OBJTR_____	157 000
2	has a hazardous area restriction		DU LIMIT HAZ AREA RESTR_____	157 001
3	has not completed 84 days training on AD		DU LIMIT INSUF ACT SERV_____	157 002
4	is not eligible for combat deployment due to pregnancy (not including maternity leave)		DU LIMIT PREGNANCY_____   (NOTE 1)	157 003
5	was twice wounded in Vietnam requiring hospitalization in excess of 48 hours each wound; or thrice wounded regardless of nature or treatment of wounds		DU LIMIT MUL WOU RVN_____	157 004
6	does not have any restrictions on duty		DU LIMIT NONE_____	157 005
7	is classified as not physically qualified for combat by competent medical authorities		DU LIMIT LD MED BOARD_____   (NOTE 2)	157 006
8	enlisted under physical remedial program	competent authority authorizes assignment to program	DU LIMIT PHYS REM_____	157 007

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TABLE 4-5 CONTINUED--DUTY LIMITATION.

R U L E	A	B	C	D
	If the Marine	and	then	TTC
9	on AD in excess of 16 years is placed in a limited duty status as a result of a medical board or Secretary of the Navy action	requests in writing to be retained on AD in a limited duty status to complete 20 years active service per MCO P1900.16	DU LIMIT RETN LD STAT_____  (CMC ONLY)	157 008
10	has been designated a sole surviving son or daughter		DU LIMIT SOLE SURV_____	157 009
11	has an unknown duty limitation while awaiting disposition from higher authority		DU LIMIT UNK_____	157 010
12	is less than 18 years of age		DU LIMIT 17 YRS_____	157 012
13	was a former Peace Corps member		DU LIMIT PCE CRPS	157 013
14	is judged medically nondeployable by competent authority		DU LIMIT MEDICALLY NON-DEPLOYABLE_____	157 014
15	is judged administratively nondeployable by a competent authority		DU LIMIT ADMINISTRATIVELY NONDEPLOYABLE_____	157 015
17	is a Senator/Congressman and/or Key Federal Employee		DU LIMIT KEY FED_____	157 016

**NOTE 1:** If a Weight Control code of '1', '2', or '4' was reported prior to reporting DU PREGNANCY N LIMIT; a Weight Control code of '5' will automatically be generated. Refer to WEIGHT CONTROL, Section 3 of this chapter.

**NOTE 2:** When CMC reports PEB FOUND FIT\_\_EFF\_\_, and a DU LIMIT Code of 'Q' was reported, remove DU LIMIT Code by reporting DU LIMIT '0' (zero) (full duty status).



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## Section 5: RESERVIST INFORMATION

### 40500. INTRODUCTION.

1. The different categories of Reserve Unique Information are those items that pertain to Reserves, such as Mandatory Removal Date, SRB/Med Flag, Physical Risk Classification, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
178 000 SOURCE INITIAL ENTRY_____	HQ RES	N	N
250 000 ____AR CAREER DESIGNATED MARINE	HQ	N	Y
243 000 MAND REMOVAL DATE_____	HQ RES	N	N
811 000 SRB/MED FLAG_____	HQ RES	N	N
818 000 DATE JOINED SMCR_____	RES	N	N
819 000 DISPFLG_____ED_____	RES	N	Y
846 000 ANNVDATE_____	HQ RES	N	N
857 000 MANDATORY IDT PARTICIPATION START_____	HQ RES	N	N
858 000 MANDATORY IDT PARTICIPATION STOP_____	HQ RES	N	N
860 000 PENSION NOT IN RECEIPT	RES	N	N
860 001 PENSION WAIVED	RES	N	N
860 002 PENSION NOT WAIVED	RES	N	N
873 000 ACTIVE DUTY FROM DATE_____	RES	N	N
922 000 CRCR CERTDATE_____	HQ REG RES	N	N

### 40501. SOURCE OF INITIAL ENTRY INTO MILITARY SERVICE (SIEMS) (TTC 178).

The SIEMS information reflects the first induction or voluntary enlistment into an Active or Reserve component of any branch of the Armed Forces. It must be reported for all **enlisted** reservists with a record on the CMF. Once established, the code will not be changed unless found to be in error. Report as follows:

TTC 178 000 SOURCE INITIAL ENTRY\_\_\_\_\_|

Code from below\_\_\_\_\_↑

CODE	DESCRIPTION
A	Induction (any service).
B	Voluntary enlistment in a Regular component.
C	Voluntary enlistment in a Reserve component for service in a Regular component DEP, any Service, under 10 U.S.C., 511 or, after November 1989, U.S.C., 513 of reference (h).
D	Voluntary enlistment in a Reserve component, any Service, under 10 U.S.C., 511.

**NOTE:** Do not report source of initial entry on officers.

### 40502. MANDATORY REMOVAL DATE (TTC 243).

1. The Mandatory Removal Date for Reserve Officers (MAJ to COL) is computed from the Date Accepted First Commission field on the MCTFS Master File. Reserve Warrant Officer's Mandatory Removal Date is computed from Pay Entry Base Date (PEBD). The following restrictions apply:

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<u>PRESENT GRADE OF OFFICER</u>	<u>MAXIMUM YEARS ALLOWED</u>
W3	30
W4	30
W5	30
O4	20
O5	28
O6	30

2. Report the waivers for the maximum age-in-grade limitations with the following statement:

TTC 243 000                      MAND REMOVAL DATE \_\_\_\_\_ | HIST: \_\_\_\_\_ | (CMC (RA))

8-byte mandatory removal ED \_\_\_\_\_                      ↑                      ↑

Authority \_\_\_\_\_

40503. CAREER DESIGNATED MARINES (AR/ADSW) (TTC 250).

a. The following TTC will be used by HQMC(RAM) to identify career designated AR Marines in MCTFS. These Marines will be identifiable by use of the AR Career Designated Marine flag of '1' that will be displayed on the enlistment screen within MCTFS. Report as follows:

TTC 250 000                      \_\_\_\_\_ AR CAREER DESIGNATED MARINE (CMC ONLY)

8 byte ED \_\_\_\_\_                      ↑

(YYYYMMDD)

b. TTC 881 (transfer) allows the reporting of reserve transfers to active duty for periods that end on or prior to the reserve ECC. In cases where the reserve contract does not cover the entire reported active duty period, the active duty EAS/ECC posted to MCTFS will be equal to the Reserve ECC (see Chapter 3).

c. Extension of enlistment related processes, will properly adjust the EAS, ECC, and Reserve ECC of reservist on active duty in excess of 30 days.

d. **TTC 122 (ECC) will fail if, in the case of a reserve Marine, the reported active duty ECC is greater than the Reserve ECC on file in MCTFS.**

40504. OQR/SRB/MED REC FLAG (TTC 811).

1. The OQR/SRB MED flag will be assigned to provide data on location/status of Service Records for Marines in transferred, separated, joined, or TAD status.

a. Service Records for personnel in a transferred, separated, or RELACDU status will be transferred as outlined in MCO P1070.12.

b. Report the status of Service Records for Marines joined at a new command/unit of assignment and those attached in a TAD status.

c. Explain in a HIST: statement the status of any records not forwarded to the new command (e.g., "LTR MAILED TO USNH BETHESDA MD 10 APR 98 REQ MEDICAL RECORDS BE FWD TO YOUR COMMAND" or "UNABLE TO LOCATE DENTAL RECORDS NEVER REC THIS COMMAND", etc.)

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2. Report the OQR/SRB/MED flag data as follows:

TTC 811 000                      SRB/MED FLAG \_\_\_\_\_ | HIST: \_\_\_\_\_ |

Location code (position 1)  
from Tables 4-2 and 4-3 \_\_\_\_\_ ↑

Disposition code (position 2)  
from Tables 4-2 and 4-3 \_\_\_\_\_ ↑

Other data as appropriate \_\_\_\_\_ ↑  
(i.e., location of missing records)

40505. DATE JOINED SMCR (TTC 818).

1. The date of join to the SMCR will be reported.

a. For all NPS personnel enlisted into the SMCR:

(1) The DATE JOINED SMCR will be initially established as the date of enlistment. Completion and return from IADT does not alter the initially established DATE JOINED SMCR.

(2) If the Marine is subsequently ordered to EAD or transferred to IRR/Standby Reserve, and then returns to an SMCR unit (at a later date), the DATE JOINED SMCR will remain as previously established provided the EAD, IRR, or Standby Reserve time is 1 year or less. If the time is for more than 1 year, the DATE JOINED SMCR will be reestablished, and will be the date the Marine rejoins the SMCR unit.

b. For all prior service (PS) personnel:

(1) The DATE JOINED SMCR for reservists executing an immediate or continuous reenlistment into the SMCR will remain as previously established providing the reservist was in an SMCR unit at the time of reenlistment.

(2) If the Marine is a join from IRR or Standby Reserve with no previous SMCR service, the DATE JOINED SMCR will be established as the date joined the SMCR unit.

(3) If the Marine is a join from IRR or Standby Reserve with previous SMCR service, paragraph 4037.1a(2) applies.

(4) For broken reenlistments, the DATE JOINED SMCR will be reestablished as the date of current enlistment if the break in SMCR service is more than 1 year.

2. Report the date joined the SMCR as follows:

TTC 818 000                      DATE JOINED SMCR \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

40506. DISPUTED DATA INDICATOR (TTC 819).

1. The Privacy Act of 1974 provides individuals the right to: Determine if a pertinent record exists; request access to those records; request an accounting of disclosures of records; request an amendment of records; and file a statement of disagreement if an amendment to the records is refused.

2. Except in incidents involving corrections of minor errors, request for amendments of factual data will be submitted in writing to the CO having physical custody of the OQR/SRB. The request should contain sufficient information to permit identification and location of the record, description of item or portion of record to be amended, reason for request, and documentary evidence supporting the requested amendment. Upon receipt of the request, the desired amendment is normally approved, documented, and the requester notified of the completed action. In the event the amendment cannot be approved, it will be forwarded for

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action by an official possessing denial authority.

3. Approval of the request, by the denial authority, will result in the requested amendment being made. If denied, the originator will be notified of the reason and provided the option of appealing this decision to an Administrative Review Board. If denial is warranted following this review, the originator will be informed of the right to file a disagreement with this decision through an entry of disputed data. This is initiated through the preparation of a Statement of Dispute. Upon receipt of this statement, actions required of the unit are contained in MCO P5211.2. Specifically this action includes:

a. If the disputed data is contained only in the individual's Service Record, the record will be annotated to reflect that it contains disputed information and a copy of the statement and applicable summary data filed to permit its retrieval whenever the disputed portion is disclosed.

b. If the disputed data is contained in both the individual's Service Record and the CMF, it will be necessary, in addition to actions outlined above, to also submit a UD statement identifying the occurrence of disputed data. Report as follows:

TTC 819 000                      DISPFLG    ED                      |  
Codes 'Y', 'R', or '0'                      ↑                      ↑  
(NOTE)  
8-byte ED (YYYYMMDD) statement  
of disagreement initiated                      —————

**NOTE:** Disputed data flag codes:

Code 'Y'. HIST: Authority: date/office initiating denial  
Code 'R'. HIST: Authority: date/office amending initial denial  
Code '0' (zero). HIST: Statement explaining reason for change

c. If the disputed data from a previous occurrence of dispute has been resolved and a new occurrence is to be reported, see above. The ED must always be greater than the ED of the resolution of previous disputed data.

d. If the Marine currently has disputed data that has not been resolved and a new occurrence of dispute arises, do not report the new occurrence until the previous dispute is resolved. Once resolved, report the new occurrence and the ED per this section. Annotate the member's OQR/SRB (Administrative Remarks, NAVMC 118(11)), so that the new occurrence will be reported upon resolution of the previous occurrence of disputed data.

e. Disputed data reported erroneously. (i.e., wrong member, report a DELETE AS ERR statement to correct the Marine's CMF, then report the information on the correct member).

40507. MANDATORY PARTICIPATION START/STOP DATES (TTC 857/858).

1. Upon initial enlistment into the USMCR, each reservist incurs an 8-year Mandatory Service Obligation (MSO). A portion of this obligation is contractual service in the SMCR as agreed to and stated on the enlistment contract. Because the Reserve offers several contractual service options, they are noted on the contract and in the MCTFS by component code.

2. If Mandatory Drill Participation (MDP) start and stop dates are incorrect or missing, report changes. The MDP start date is established when the reservist is accessed into MCTFS for IADT or in the case of a category 'P' reservist when ECCO data is input on an initial join into the Marine Corps Reserve. Refer to MCRAMM, SGLI, MCO P1080.20 and Chapter 8 for more information. Changes to the dates of mandatory IDT obligation are reported as follows:

TTC 857 000                      MANDATORY IDT PARTICIPATION START                      |  
8-byte ED (YYYYMMDD) IDT obligation starts                      ————— ↑

or

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TTC 858 000

MANDATORY IDT PARTICIPATION STOP \_\_\_\_\_ |

8-byte ED (YYYYMMDD) IDT obligation stops \_\_\_\_\_



40508. WAIVER OF BENEFITS (TTC 860).

1. Members with prior military service who are receiving VA benefits or retired/retainer pay as the result of military service are required to waive either Reserve pay and allowances or those benefits when performing AD/IDT. The requirement for a waiver of Reserve pay and allowances or benefits is contained in the DoDFMR, Vol. 7A.

a. A Reserve member must complete VA Form 21-8951 upon joining a SMCR unit, MTU **or at anytime the VA begins benefits, or retired/retainer pay.**

b. Reservists on AD with the AR program are considered members of the SMCR and therefore require a VA Form 21-8951.

c. Members of the IRR or Standby Reserve not affiliated with an MTU must complete VA Form 21-8951 prior to performing AD, unless one was previously submitted during the calendar year.

2. For the Reserve Marine who has completed the above VA Form, and checked block 6A, do the following:

a. File the Reserve unit's copy in the member's Service Record.

b. Give the claimant copy to the Reserve Marine to keep for member's records.

3. For the Reserve Marine who has completed the above VA Form, and checked block 6B, and blocks 7A, or 7B, do the following:

a. Mail the VA copy to the VA Regional Office paying the Marine. See MCO P1900.16 for the correct address.

b. File the Reserve unit copy in the member's Service Record.

c. Give the claimant copy to the Reserve Marine to keep for member's records.

4. The appropriate UD statements are contained in Table 4-4.

5. When a reservist waives reserve pay and allowances, IDT (appropriate duty) and AD must be reported.

6. A reservist who waives VA benefits or retired/retainer pay in lieu of Reserve pay and allowances must initially complete VA Form 21-8951 upon joining an SMCR unit, AR Program or MTU. The election must be reported with the initial join entry and also whenever the election changes. Annually, in connection with mobilization deployment readiness audit, the Marine must certify that the waiver of benefits status is still valid. Appropriate changes resulting from the audit must be reported. The ED will be the actual date of the member's new election.

7. The CG MCRSC, will verify the pension status of all IRR or Standby Reserve members prior to the issuance of AD orders. If no pension status has been reported, a VA Form 21-8951 must be completed, and the pension status reported in conjunction with the appropriate AD statement.

8. Report the following as applicable:

a. A Marine who is not in receipt of a pension or disability compensation will execute a VA Form 21-8951 upon joining a SMCR unit, MTU, AR Program, or when performing duty and not a member of an SMCR unit or MTU. Report as follows:

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TTC 860 000            PENSION NOT IN RECEIPT|

b. A Marine who is receiving a pension or disability compensation and elects waiver will execute a VA Form 21-8951 upon joining a SMCR unit, MTU, AR Program, or when performing duty and not a member of an SMCR unit or MTU.

TTC 860 001            PENSION WAIVED|

c. A Marine who is receiving a pension or disability compensation and elects not to be waived will execute a VA Form 21-8951 upon joining a SMCR unit, MTU, AR Program, or when performing duty and not a member of an SMCR unit or MTU.

TTC 860 002            PENSION NOT WAIVED|

d. To correct a record that has had an incorrect Pension Act Waived submitted, report TTC 860 000 PENSION NOT IN RECEIPT| with the same effective date/action date as the erroneous entry.

e. A Reservist who has had a change of disability compensation must immediately execute a new certificate.

40509. ACTIVE DUTY FROM DATE (TTC 873).

1. Report the date the reservist was released from AD, EAD, ADT or IADT. This date will not change if the reservist was ordered to **AD for 30 days or less**. Normally this date is entered into MCTFS by processing a join entry after the reservist is released from AD, report as follows:

TTC 873 000            ACTIVE DUTY FROM DATE \_\_\_\_\_|

8-byte ED (YYYYMMDD)\_\_\_\_\_



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TABLE 4-2--LOCATION OF SERVICE RECORDS FOR MARINES IN TRANSFERRED, SEPARATED, RELACDU, OR TAD STATUS.

R U L E	A	B	C	D	E
	If Service Records were forwarded to	and contents were	report code in position number 1	report code in position number 2, if records were	
				mailed	handcarried
1	new command unit of assignment	(See <b>NOTE 1</b> )	2	go to Rule 7	go to Rule 7
2	MCRSC		3		
3	attaching unit for TAD personnel		4		
4	the CMC (MMSB)		5		
5	the Department of Veterans Affairs, (SMRC) St. Louis, MO 63115-8950		6		
6	other (explain in a HIST: statement)		7		
7	(See <b>NOTE 2</b> )	OQR/SRB Health and dental	<b>(NOTE 2)</b>	H	P
8		OQR/SRB and health		I	Q
9		OQR/SRB and dental		J	R
10		OQR/SRB only health and dental		K	S
11				L	T

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TABLE 4-2 CONTINUED--LOCATION OF SERVICE RECORDS FOR MARINES IN TRANSFERRED, SEPARATED, RELACDU, OR TAD STATUS.					
R U L E	A	B	C	D	E
	If service records were forwarded to	and contents were	report code in position number 1	report code in position number 2, if records were	
				mailed	hand-carried
12		Health only		M	U
13	(see <b>NOTE 2</b> )	Dental only		N	V

**NOTE 1:** Refer to columns A and C of rules 1 through 6 to determine codes to be entered in OQR/SRB/MED flag position number 1.

**NOTE 2:** Refer to columns B, D, and E of rules 7 through 13 to determine codes to be entered in OQR/SRB/MED flag position number 2.



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TABLE 4-3--STATUS OF SERVICE RECORDS FOR MARINES JOINED AT NEW UNIT OF ASSIGNMENT.

R U L E	A	B	C	D
	If service records	and contents are	position number 1	position number 2
1	have been received	OQR/SRB health and dental	1 ( <b>NOTE</b> )	A
2		OQR/SRB and health		B
3		OQR/SRB and dental		C
4		OQR/SRB only		D
5		health and dental		E
6	have been received	health only		F
7		dental only		G
8		none	A	X

**NOTE:** For Marines that are attached TAD, report 'B' in position 1 when records are received by the attaching unit.

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TABLE 4-4--WAIVER OF BENEFITS/RESERVE

R U L E	A	B	C	D
	Each Selected, Individual Ready, and Standby Reserve member	will	and the following UD statement will be reported TTC 860	and the pension code is
1	not in receipt of a pension or disability compensation	execute a VA Form 21-8951 upon joining a selected Reserve unit or MTU, or when performing duty and not a member or an SMCR unit or MTU	PENSION NOT IN RECEIPT	A
2	receiving a pension or disability compensation and elects waiver		PENSION WAIVED	
3	receiving a pension or disability compensation and elects not to waive		PENSION NOT WAIVED	C
4	who has a change of disability compensation and immediately executes a new certificate (Rule 1, 2, or 3)	immediately execute a new certificate	PENSION NOT IN RECEIPT	A
5			PENSION WAIVED	
6			PENSION NOT WAIVED	

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## Section 6: FAMILY DATA

### 40600. INTRODUCTION.

1. The different categories of Family Data are items such as Service Spouse Information, Custody Status, Special Power of Attorney and Number of Dependents. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
252 000 SERVICE SPOUSE INFO _____ ED _____	HQ REG RES	N	N
252 001 STOP SERVICE SPOUSE INFO _____	HQ REG RES	N	N
304 000 CUSTODY STAT _____	HQ REG RES	N	N
406 000 SPL POWER OF ATTORNEY DT _____	HQ REG RES	N	N
406 001 SPL POWER OF ATTORNEY CANCELED	HQ REG RES	N	N
423 001 NUMBER DEPN _____	HQ REG RES	N	N

### 40601. SERVICE SPOUSE IDENTIFICATION (TTC 252).

1. It is necessary for personnel planning purposes to identify each Marine whose spouse is a member of the U.S. Armed Forces, regardless of component.

2. All of the SERVICE SPOUSE INFO data elements **must** be frequently reviewed. The reported information has a direct impact on the Basic Allowance for Housing (BAH) computation for a Marine married to a service spouse, and is sent to DMDC for use by DEERS, ACCDPS, and RCCPDS. The service spouse information **must** be action dated at least one day prior to a BAH statement when they are run on the same UD. (See Chapter 8 for BAH reporting). The information reported by TTC 252 000 is accessed by the BAH computation process when the BAH AD spouse is reported (TTC 388 001). If a member is entitled to BAH for an AD spouse and spouse information changes are made, then both TTC 252 000 and TTC 388 001 will be required, in that order. A change in spouse information does not mean that a change in BAH is required. The spouse information is needed to determine eligibility to certain entitlements such as BAH and is required in instances where a member may be entitled to BAH AD spouse.

3. The service spouse information must also be changed if the spouse changes components; for example, if the spouse was released from AD in the USMC and is now in the IRR (USMCR).

4. The service spouse code must be deleted from the Marine's MCTFS record when the Marine's spouse is no longer a member of a U.S. Armed Forces component (e.g. retired, discharged), or the Marine suffers the loss of the service spouse (e.g., death, divorce).

5. If the Marine also has children, appropriate custody status code, special power of attorney expiration date and RED Guardian information **must** be reported as shown below.

6. Report service spouse information as follows:

TTC 252 000 SERVICE SPOUSE INFO \_\_\_\_\_ ED \_\_\_\_\_ |

2-byte Service Spouse Code \_\_\_\_\_ ↑

From MCO P1080.20

9-byte Spouse SSN \_\_\_\_\_ ↑

8-byte ED of Marriage \_\_\_\_\_ ↑

(YYYYMMDD)

**NOTE:** Do **not** report TTC 423 001 NUMBER DEPN.

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7. To remove service spouse information report as follows:

TTC 252 001            STOP SERVICE SPOUSE INFO \_\_\_\_\_ |  
8-byte ED of loss (YYYYMMDD) \_\_\_\_\_ ↑

40602. CHILD/DEPENDENT CUSTODY STATUS (TTC 304).

1. The Child/Dependent Custody Status Code is reported to aid unit commanders and Manpower Managers in the identification and assignments of Marines who have physical custody of dependents.

2. The Marital Status Code, **must** be compared with this data element to ensure the correct code is reported or the entry will fail. Report as follows:

TTC 304 000            CUSTODY STAT \_\_\_\_\_ |  
1-byte A/N code \_\_\_\_\_ ↑  
From MCO P1080.20

40603. TOTAL NUMBER OF DEPENDENTS (TTC 423).

1. The NUMBER DEPN identifies the number of family members claimed by a Marine requiring transportation at Government expense as a result of a PCS move.

2. When the Marine's family members change, report the following :

TTC 423 001            NUMBER DEPN \_\_\_\_\_ |  
2 byte number of family members: \_\_\_\_\_ ↑  
For example, '01' or '03'. If the  
Marine does not have family members, report '00'

40604. SPECIAL POWER OF ATTORNEY (POA) (TTC 406).

1. Single/Dual Service Parents are required to have a properly executed POA detailing child care arrangements in accordance with MCO 1740.13. This entry reports the execution and the expiration date of a POA for child care arrangements. The date reported in this entry reflects the **expiration date** of the POA. If no specific expiration date is stated in the POA, enter all 9's

TTC 406 000 SPL POWER OF ATTORNEY DT \_\_\_\_\_  
8-byte expiration date \_\_\_\_\_ ↑

or

TTC 406 001            SPL POWER OF ATTORNEY CANCELED|

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## Section 7: ANNUAL/TRIENNIAL SCREENING

### 40700. INTRODUCTION.

1. The different categories of Reserve Unique Information are those items that pertain to Annual (Res) and Triennial (AD) Screening. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
815 000 ANN SCREENING COMPL_____RESULTS_____	RES REG	N	N
815 001 INIT SCREENING COMPL_____RESULTS_____	RES	N	N
815 002 SPL SCREENING COMPL_____RESULTS_____	RES	N	N
815 003 MAN SCREENING COMPL_____RESULTS_____	RES	N	N

### 40701. DATE SCREENED AND RESULTS (TTC 815).

1. Report the reason for screening, results of screening, and the screening completion date. Reason for screening will be either ANN, SPL, or INIT audit upon joining an SMCR unit except by enlistment.

2. If a reservist is transferred as a result of screening, report the transfer and screening results. Unit commanders must obtain approval of transfer from the COMMARFORRES for those Marines with mandatory drilling obligation remaining.

3. Should a reservist's screening form indicate that the individual is not physically qualified for retention in the Marine Corps Reserve, whether pending evaluation by a medical board or awaiting separation, the physical risk classification, strength category and duty limit will be reported to reflect the current status.

4. Refer to Chapter 12 for Audit Procedures. Report date screened and results with the following statement:

TTC 815 000	ANN	SCREENING COMPL_____RESULTS_____	(Active/Reserve)
TTC 815 001	INIT	SCREENING COMPL_____RESULTS_____	(Reserve)
TTC 815 002	SPL	SCREENING COMPL_____RESULTS_____	(Reserve)
TTC 815 003	MAN	SCREENING COMPL_____RESULTS_____	(Reserve)

8-byte ED (YYYYMMDD) screened\_\_\_\_\_

1-byte results code from Figure 4-1:\_\_\_\_\_

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## RESULTS OF SCREENING CODE

### RETAINED IN INDIVIDUAL READY RESERVE (IRR)

#### RESERVE

<u>CODE</u>	<u>DESCRIPTION</u>
A	Not engaged in a critical civilian occupation
D	Individual did not respond to screening correspondence ( <b>Reserve only</b> )
F	Elected/appointed official key Federal employee

### TRANSFERRED TO/RETAINED IN STANDBY RESERVE

Persons with **obligated** Ready Reserve service remaining:

<u>CODE</u>	<u>DESCRIPTION</u>
I	Inactive Status List, Standby Reserve
J	Elected/appointed official or key employee
O	Ministerial student; ordained minister or missionary of the Church of Jesus Christ of Latter Day Saints

If the reservist has **no obligated** Ready Reserve service remaining:

Q	Excess military skill
S	Physically unfit
T	Unavailable for immediate AD - other reasons
R	Age in grade limitation
U	Fulfilled Ready Reserve service obligation
V	Completed retirement qualifying service

#### ACTIVE DUTY

Z	Active Duty Triennial audit completed ( <b>Active Duty only</b> )
---	---

### TRANSFERRED FROM STANDBY TO READY RESERVE OR ON ACTIVE DUTY

If the reason for previous transfer no longer exists and the reservist is:

4	An individual who did not respond to screening correspondence ( <b>Active and Reserve</b> )
5	From Inactive Status List, Standby Reserve ( <b>Reserve</b> )
6	No longer an elected/appointed official or key employee ( <b>Reserve</b> )

**NOTE:** A code of 'S' for 'SCREENED' is automatically posted to the REASON TRANSFERRED FROM SMCR in the MCTFS as a result of screening. Transfer statements to the ASL, IRR or ISL that are not from the SMCR or ASL will not post the code of 'S'.

FIGURE 4-1--RESULTS OF SCREENING CODES

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## Section 8: ASSIGNMENT HISTORY

### 40800. INTRODUCTION.

1. The different categories of Assignment History are those items such as Cohesion Information, Combat History, Length of Active Service, Crisis Information, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
055 000 COHESION NUMBER ID ____	HQ REG	N	N
055 001 COHESION INFO ____	HQ REG	N	N
121 000 COMBAT HIST FR ____ TO ____ OPS ____ LOC ____	HQ REG RES	N	Y
152 001 CBT SERV ____	HQ REG RES	N	N
153 000 PROG ENL FOR ____	HQ REG RES	N	N
158 000 LENGTH ACT SERV ____ MO	HQ REG	N	N
172 000 FUTURE MCC ____	HQ REG RES	N	Y
179 000 CURR SOURCE ENTRY ____	HQ RES	N	N
179 001 CURR SOURCE ENTRY ____	HQ	N	N
499 003 BILLET DESC ____	HQ REG RES	N	N
499 004 T/MR T/O LINE NR ____	HQ REG RES	N	N
499 021 T/O ____	HQ REG RES	N	N
887 000 STRT CRISIS CODE ____ EFF DTE ____	HQ REG RES	Y	Y
887 001 STOP CRISIS CODE ____ EFF DTE ____	HQ REG RES	Y	Y
887 002 STOP ALL CRISIS CODE ____ EFF DTE ____	HQ	N	N
887 003 RETRO CRISIS CODE ____ TO ____ RUC ____	HQ REG RES	N	Y

### 40801. COHESION TRACKING (TTC 055).

For Marines on their first tour of duty, an attempt should be made to have them stationed together in cohesive groups. Any unit may request a report from the "UNIT REPORTS MENU" by selecting Option 'Z' titled "COHESION INFORMATION" Cohesion Tracking information may also be viewed in the TMOS MCTFS CICS menu.

1. Cohesion Number Identification. This will only occur when the transaction is input by CMC or if the transaction is input by a RUC and MCC.:

TTC 055 000 \_\_\_\_ COHESION NUMBER ID \_\_\_\_|

8-byte DOA (YYYYMMDD) ↑

(if different from UD)

Cohesion Number ID (3 byte A/N) ↑

2. Cohesion Information. This is the only transaction that can be used to correct cohesion information once the Marine is no longer a member of a RUC/MCC. Report as follows:

TTC 055 001 \_\_\_\_ COHESION INFO \_\_\_\_|

8-byte DOA (YYYYMMDD) ↑

8-byte Cohesion date (Projected Training Completion Date) ↑

3-byte Cohesion Number ↑

4-byte Cohesion Intended MOS ↑

3-byte Cohesion Future MCC ↑

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### 40802. FUTURE MCC (TTC 172).

This transaction is for reporting Future MCC and Cohesion Future MCC if it changes.

TTC 172 000 FUTURE MCC\_\_\_\_|  
3-byte MCC code\_\_\_\_\_↑

### 40803. COMBAT HISTORY/EXPEDITIONS (TTC 121).

This TTC will include a brief description of the battles, campaigns, and expeditions in which the Marine has participated; injuries sustained; hospitalization received; and the facts of being captured, missing in action, or returned to military control. Combat service is service a Marine is entitled to, engagement stars or ribbons for a campaign. Report as follows:

TTC 121 000 COMBAT HIST FR\_\_\_\_ TO\_\_\_\_ OPS\_\_\_\_ LOC\_\_\_\_|  
8-byte YYYYMMDD From Date\_\_\_\_\_↑  
8-byte YYYYMMDD To Date\_\_\_\_\_↑  
40-byte A/N Description\_\_\_\_\_↑  
20-byte A/N Location\_\_\_\_\_↑

### 40804. COMBAT SERVICE (TTC 152).

1. Combat service information is maintained to indicate whether an individual has participated in combat against enemy forces and in what theater and/or war, regardless of a break in service. The correct current code is determined by audit procedures (refer to Chapter 12). Report as follows:

TTC 152 001 CBT SERV\_\_\_\_|  
Appropriate code(s) from\_\_\_\_\_↑  
MCO P1080.20

**NOTE:** A combat service code entry of NONE (CBT SERV 0) will clear all codes resident in the record

### 40805. PROGRAM ENLISTED FOR (PEF) (TTC 153).

1. Initial information is entered into MCTFS upon initial enlistment in the Marine Corps. SMCR units will report the appropriate entries for those Reserve Marines who reenlist or affiliate with the SMCR. For bonuses, the 2-byte PEF code can be sourced from within the Bonus Control Number (BCN), starting with 'Z'. For **EXAMPLE:** BCN '00Z90123', the PEF is 'Z9'. Changes/corrections to the program enlisted for codes will be reported as follows:

TTC 153 000 PROG ENL FOR\_\_\_\_|  
2-byte code (from MCO P1080.20)\_\_\_\_\_↑

### 40806. LENGTH OF ACTIVE SERVICE (TTC 158).

1. Length of active service is the length of time, **expressed in months**, that a Marine is serving on AD. This information is obtained from the enlistment contract of Regular enlisted or from orders issued to reserve personnel and TABLE 3-2. The following categories of personnel will not have a length of active service entered into their record:

- a. Regular officers.
- b. Extended duty reservist (EDR) and Reserve officer serving on UAD.
- c. Reserve officer serving on indefinite AD (INDEF).



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d. Reserve enlisted on IADT who **will not** be assigned to Extended Technical Training (ETT).

2. Changes to the length of active service and corrections to erroneous information in the CMF will be reported as follows:

TTC 158 000            LENGTH ACT SERV \_\_\_\_\_ MO |

2-byte number of months.  
If less than 10 precede with a  
zero; Use '00' to report none

40807. CURRENT SOURCE OF ENTRY CODE (TTC 179).

Codes used to indicate the source of entry for a Marine are entered into a record through the accession process, unit diary entry or system generated in certain conditions; for example, immediate reenlistment. (Refer to Chapter 3 Section 3) Report the following:

TTC 179 000            CURR SOURCE ENTRY \_\_\_\_\_ | (RU enlisted only)

4-byte code \_\_\_\_\_  
from MCO P1080.20

or

TTC 179 001            CURR SOURCE ENTRY \_\_\_\_\_ | (CMC (MMOA/MMRA) officers only)

4-byte code \_\_\_\_\_  
from MCO P1080.20

40808. BILLET DESCRIPTION (TTC 499 003).

Billet description is shown on the unit's T/MR-T/O number. This field will be abbreviated as appropriate, and no special characters will be used where abbreviations are necessary, for example, "and" will not be shown as "&".

TTC 499 003            BILLET DESC \_\_\_\_\_ |

20-byte A/N \_\_\_\_\_  
Billet description

40809. TABLE OF ORGANIZATION (T/O) LINE NUMBER (TTC 499 004).

The T/MR line number is used to identify vacancies or personnel who are filling non-T/O billets. Report as follows:

TTC 499 004            T/MR T/O LINE NR \_\_\_\_\_ |

5-byte line number \_\_\_\_\_  
(If less than 5-bytes A/N, precede with zeros)

40810. TABLE OF ORGANIZATION (T/O) (TTC 499 021).

The T/O number is maintained in MCTFS for use by unit commanders in conjunction with the T/O line number to identify billet vacancies or personnel who are filling non-T/O billets. Report as follows:

TTC 499 021            T/O \_\_\_\_\_ |

5-byte A/N \_\_\_\_\_  
T/O number (if less than  
5-bytes precede with zeros)

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40811. CRISIS CODE (TTC 887).

1. The Crisis Code is utilized by the DoD to identify personnel (AD, Reserve or Retiree) that are involved in contingencies and crises worldwide. The DoD currently maintains a list of all crises, with periods of duration, and assigns a code for each. Upon announcement of a new crisis, CMC will promulgate instructions for the reporting of participation for all Marines involved in the crisis. The START CRISIS entry may be reported up to **10 days** prior to the Marine engaging in the crisis situation. (When the START CRISIS TTC is reported and the ED is more than 10 days after the current system date, an error message will be generated stating the ED for STRT CRISIS tracking cannot be future dated more than 10 days).

a. To report START CRISIS CODE:

TTC 887 000      \_\_\_\_\_ STRT CRISIS CODE \_\_\_\_\_ EFF DTE \_\_\_\_\_ |  
 8-byte DOA (YYYYMMDD)      ↑  
 3-byte A/N Crisis Code      ↑  
 (Determined by DoD)      ↑  
 8-byte ED (YYYYMMDD)      ↑

b. To report STOP CRISIS CODE:

TTC 887 001      \_\_\_\_\_ STOP CRISIS CODE \_\_\_\_\_ EFF DTE \_\_\_\_\_ |  
 8-byte DOA (YYYYMMDD)      ↑  
 3-byte A/N Crisis Code      ↑  
 (Determined by DoD)      ↑  
 8-byte ED (YYYYMMDD)      ↑  
 (Effective dates cannot be reported as zeroes and  
**cannot** be future dated).

c. To close all records still showing participation when the crisis is deemed to be over:

TTC 887 002      \_\_\_\_\_ STOP ALL CRISIS CODE \_\_\_\_\_ EFF DTE \_\_\_\_\_ | (CMC only)  
 8-byte DOA (YYYYMMDD)      ↑  
 3-byte crisis code      ↑  
 (Determined by DoD)      ↑  
 8-byte ED (YYYYMMDD)      ↑

2. Retroactive Crisis Periods will be reportable only if they fall with the FROM and TO dates as declared by DoD. Report as follows:

TTC 887 003      RETRO CRISIS CODE \_\_\_\_\_ TO \_\_\_\_\_ RUC \_\_\_\_\_ |  
 3-byte crisis code      ↑  
 8-byte FROM ED (YYYYMMDD)      ↑  
 8-byte TO ED (YYYYMMDD)      ↑  
 5-byte RUC      ↑

3. When TTC 378 (DROP SDN-refer to Chapter 10) is reported, the ED of the DROP will be utilized to close the CRISIS CODE 128 REMARK.

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## Section 9: OFFICER DATA

### 40900. INTRODUCTION.

1. The different categories of Officer Data are those items such as Officer Administrative Status Change (Accept/Nonaccept), Officer Candidate Code, Contract Legal Agreement, Date Assign/Relieve as Commanding Officer, Lineal Control Number, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
046 000 SPD _____	HQ	N	N
046 001 SPD _____	HQ	N	N
046 002 SPD _____	HQ	N	N
047 000 NONACCEPT ADMIN SPD _____	HQ REG RES	N	N
048 000 ACCEPT ADMIN SPD _____	HQ REG RES	N	N
080 000 SPD _____ LCN _____	HQ	N	N
162 000 PROS OFF SOURCE CODE _____	HQ REG	N	N
162 001 OFFICER CANDIDATE CODE _____	HQ	N	N
164 000 CONT LEGAL AGR EAD	HQ	N	N
164 001 CONT LEGAL AGR EDR	HQ	N	N
164 002 CONT LEGAL AGR INDEF EAD	HQ REG	N	N
164 003 CONT LEGAL AGR LDO	HQ REG	N	N
164 004 CONT LEGAL AGR RES PROG	HQ	N	N
164 006 CONT LEGAL AGR SSSYT	HQ	N	N
164 007 CONT LEGAL AGR SWAG	HQ	N	N
164 008 CONT LEGAL AGR TEMP LDO	HQ	N	N
164 009 CONT LEGAL AGR TEMPO E	HQ	N	N
164 010 CONT LEGAL AGR TEMPO WO	HQ	N	N
164 011 CONT LEGAL AGR TRNG ASST	HQ	N	N
164 012 CONT LEGAL AGR UNK	HQ	N	N
164 013 CONT LEGAL AGR O	HQ	N	N
164 014 CONT LEGAL AGR SPL WK	HQ	N	N
164 015 CONT LEGAL AGR TEMPWO E	HQ	N	N
247 000 LINEAL CONTROL NUMBER PRES RK _____	HQ REG RES	N	N
248 000 LINEAL CONTROL NUMBER WARRANT _____	HQ RES	N	N
340 000 DESIGCAT _____	HQ	N	N
444 000 ASSIGN CO _____	HQ REG RES	N	N
444 001 RELIEVE CO _____	HQ REG RES	N	N
444 002 DELETE CO FLAG	HQ REG RES	N	N

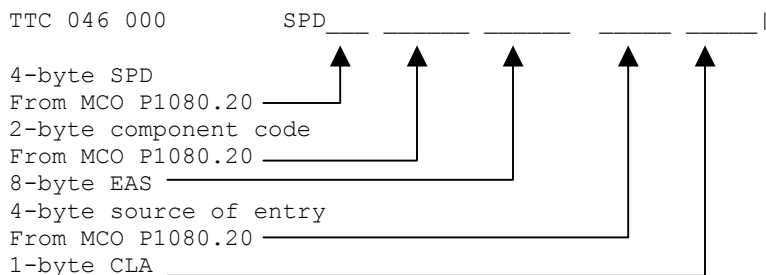
### 40901. STATUS CHANGES FOR OFFICERS(TTC 046).

1. This entry is submitted by CMC (MROA) to change an officer's admin status. Once this statement is successfully processed, a system generated advisory message will appear on the unit's DFR to report an acceptance/nonacceptance entry.

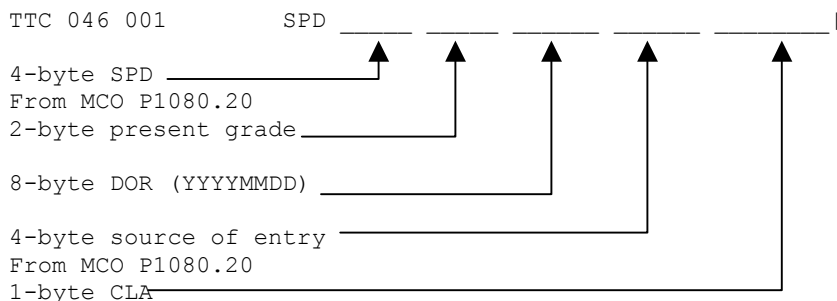
2. The officer is separated from one status and immediately reenters the Marine Corps in a different status. Changes of officer's status will be reported as follows:

- a. To report if a reserve officer is retained on AD after completing required service:

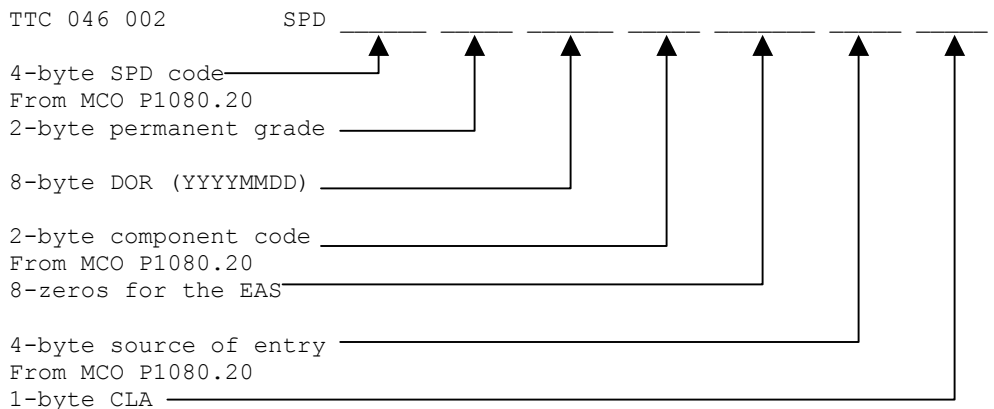
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b. If a permanent Reserve Officer accepts a permanent Warrant Officer appointment, or has current status terminated and enlists for the purpose of accepting a permanent Warrant Officer appointment, report the following:



c. If a temporary officer/warrant officer whose permanent status is enlisted accepts a permanent officer/warrant officer appointment, report the following:



40902. STATUS CHANGES FOR OFFICERS, ACCEPT/NON ACCEPT (TTC 047/048).

1. The reporting of this TTC **must** be coordinated with the CMC. Upon acceptance or nonacceptance of a current officer appointment, to include LDO status and reversions, the CMC will first submit an entry to change the officer's status. Once CMC's entry has posted, the following advisory message will appear on the unit's DFR: "RPTD SPD IS RESIDENT IN MCTFS. RPT ACCEPT USING ED OF ADMINSTATUS CHNG IAW MCTFSPRIM." The RU will then use the appropriate TTC to report the officer's acceptance or nonacceptance. The ED **must** be as directed by the CMC in official correspondence.

2. An action date **must** be used when the UD date is not the same as the actual date of acceptance (item 22 on the Appointment Acceptance and Record), or the ED as entered to the left of item 22 as in the case of certain re-appointments or reversions. If an RU erroneously reports this entry and an officer status change has not been authorized by the CMC, the entry will be rejected and no further UD reporting is required.

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## 3. Report **nonacceptance** as follows:

```
TTC 047 000          NONACCEPT ADMIN SPD |
      8-byte DOA (YYYYMMDD)  ^
      Enter SDN _____ ^
      From MCO P1080.20
```

## 4. Report **acceptance** as follows:

```
TTC 048 000          ACCEPT ADMIN SPD |
      8-byte DOA (YYYYMMDD)  ^
      Enter SDN _____ ^
      From MCO P1080.20
```

## 5. If a temporary officer/WO whose permanent status is enlisted accepts a permanent officer/WO appointment, report as follows:

```
TTC 048 000          ACCEPT ADMIN SPD 9361|
                        HIST:TEMP OFF PERM ENL DIS COFG TO ACCEPT PERM APPT|
                        HIST:TEMP OFF PERM ENL DIS COFG TO ACCEPT PERM APPT WO|
```

### a. If a temporary officer whose permanent grade is WO reverts to permanent WO status, report as follows:

```
TTC 048 000          ACCEPT ADMIN SPD 9341|
                        HIST:TEMP OFF RESUME PERM WO APPT|
```

### b. If a temporary officer whose permanent grade is WO involuntarily reverts to permanent WO status, report as follows:

```
TTC 048 000          ACCEPT ADMIN SPD 9351|
                        HIST:TEMP OFF TERM INVOL REVERT TO WO|
```

### c. If a temporary officer whose permanent grade is WO accepts a permanent officer appointment, use the following statement:

```
TTC 048 000          ACCEPT ADMIN SDN 9361|
                        HIST:TEMP OFF PERM WO ACCEPT PERM APPT USMC/USMCR|
```

### d. If a Reserve officer on AD augments into the Regular Marine Corps, report as follows:

```
TTC 048 000          ACCEPT ADMIN SDN KGQ1|
                        HIST:AUGM DIS TO ACCEPT APPT USMC|
```

### e. If a Regular officer resigns to accept a Reserve officer appointment and remains on AD, report as follows:

```
TTC 048 000          ACCEPT ADMIN SDN FGQ1|
                        HIST:RESG TO ACCEPT APPT USMCR RETAIN ON ACDU|
```

### f. If a warrant officer accepts a temporary appointment as an LDO, use the following statement:

```
TTC 048 000          ACCEPT ADMIN SDN KGM2|
                        HIST:DIS TO ACCEPT TEMP APPT LDO|
```

**NOTE:** A DFR message to the officer's present RUC will be generated monthly until acceptance or nonacceptance is reported. A pending status change that has not been accepted or nonaccepted within 150 days by the RU's will be removed from the MCTFS by computer process.

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40903. OFFICER CANDIDATE CODE/PROSPECTIVE OFFICER SOURCE CODE (TTC 162).

1. For Officer Candidate Course (OCC), Platoon Leaders Course (PLC), Naval Academy (NavAcad), and Reserve Officer Training Course (ROTC).

2. When a DROP SPD (TTC 378) (refer to Chapter 10, Section 1) is submitted by either an AD or Reserve unit, the Officer Candidate Code is blanked out and zero's are posted to the Officer Candidate ED. Report the codes as follows:

TTC 162 001                      OFFICER CANDIDATE CODE |

8-byte DOA (YYYYMMDD)                      ↑

2-byte A/N Code from MCO P1080.20                      ↑

or

TTC 162 000                      PROS OFF SOURCE CODE |

8-byte DOA (YYYYMMDD)                      ↑

2-byte A/N Code from MCO P1080.20                      ↑

3. The Current Source of Entry Code will be posted to the Officer Candidate Code.

40904. CONTRACT LEGAL AGREEMENT (TTC 164) (OFFICERS ONLY).

The authorized change to correct a contract legal agreement statement must be accomplished by an action statement input by CMC(MMOA/MCRC/MROA). Report as follows:

TTC 164 000	_____	CONT LEGAL AGR EAD
TTC 164 001	_____	CONT LEGAL AGR EDR
TTC 164 002	_____	CONT LEGAL AGR INDEF EAD
TTC 164 003	_____	CONT LEGAL AGR LDO
TTC 164 004	_____	CONT LEGAL AGR RES PROG
TTC 164 006	_____	CONT LEGAL AGR SSSYT
TTC 164 007	_____	CONT LEGAL AGR SWAG
TTC 164 008	_____	CONT LEGAL AGR TEMP LDO
TTC 164 009	_____	CONT LEGAL AGR TEMPO E
TTC 164 010	_____	CONT LEGAL AGR TEMPO WO
TTC 164 011	_____	CONT LEGAL AGR TRNG ASST
TTC 164 012	_____	CONT LEGAL AGR UNK
TTC 164 013	_____	CONT LEGAL AGR 0
TTC 164 014	_____	CONT LEGAL AGR SPL WK
TTC 164 015	_____	CONT LEGAL AGR TEMPWO E

8-byte DOA (YYYYMMDD)                      ↑

(required)

40905. DESIGNATED CATEGORY (TTC 340).

The establishment of a designated category code is based upon the flight status of the naval aviator. CMC (MMOA) report as follows:

TTC 340 000                      DESIGCAT \_\_\_\_\_ | (CMC (MMOA))

1-byte category code                      ↑

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40906. DATE ASSIGNED/RELIEVED DUTY AS CO (TTC 444).

1. Active component units will report officers assigned to or relieved of command screened billets (battalion/squadron and above and all field grade officers in command or assigned as the OIC of a separate unit).
2. Reserve component units will report officers assigned to or relieved as the CO of an infantry battalion, an aviation squadron, an artillery battalion, a regiment, and all field grade officers in command or assigned as the OIC of a separate unit (for example, a reconnaissance unit, MTU, etc.).
3. The statement pertaining to relieving COs/OICs applies to a normal tour completion as well as relief for cause. Report as follows:

TTC 444 000          ASSIGN CO \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) of assignment \_\_\_\_\_ ↑

or

TTC 444 001          RELIEVE CO \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) relieved \_\_\_\_\_ ↑

4. To delete an erroneous assignment as CO/OIC, Report as follows:

TTC 444 002          DELETE CO FLAG |

40907. LINEAL CONTROL NUMBER (TTC 247/248).

1. Established by CMC (MMPR) for all officers, report as follows:

TTC 247 000          LINEAL CONTROL NUMBER PRES RK \_\_\_\_\_ |  
8-byte control number \_\_\_\_\_ ↑  
5-byte control number (if unfilled, report zeros).  
3-byte subnumber

2. Established by CMC (MMPR) on all permanent Warrant Officers. Report as follows:

TTC 248 000          LINEAL CONTROL NUMBER WARRANT \_\_\_\_\_ |  
8-byte control number \_\_\_\_\_ ↑  
5-byte control number (if unfilled, report zeros).  
3-byte subnumber

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## Chapter 5 INDIVIDUAL DATA

### REFERENCES:

1. Title 10 U.S.C. 1477.
2. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). <http://www.dtic.mil/comptroller/fmr/>
3. Joint Federal Travel Regulations, (JFTR) <http://www.dtic.mil/perdiem/trvl.html>.
4. SECNAVINST 1650.1, Navy and Marine Awards Manual.
5. SECNAVINST 5300.30 Management of Human Immunodeficiency Virus-I (HIV-I) Infection in the Navy and Marine Corps.
6. MCO P1000.6, Assignment, Classification and Travel Systems Manual, (ACTS) Manual.
7. MCO P1001R.1, Marine Corps Reserve Administration Management Manual (MCRAMM).
8. MCO P1070.12, Individual Records Administration Manual, (IRAM).
9. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
10. MCO P1100.72 MPPM Enlisted Procurement Manual
11. MCO P1100.73 MPPM Officer Procurement Manual
12. MCO P1130.57, Enlistment Bonus Program.
13. MCO P1200.7, Military Occupational Specialty Manual, (MOS) Manual.
14. MCO 1230.5, Classification Testing.
15. MCO 1300.8, Marine Corps Personnel Assignment Policy, (MCPAP).
16. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotion, (MARCORPROMAN VOL. 2, ENLPROM).
17. MCO 1500.3 MCI Correspondence Courses
18. MCO 1500.51 Marine Battle Skills Training (MBST) Program
19. MCO 1500.52 Marine Combat Water Survival Training (MCWST)
20. MCO P1560.25 USMC Voluntary Education Program
21. MCO 1560.28, Veterans Educational Assistance Benefits.
22. MCO 1560R.30, Montgomery GI Bill Reserve, (MGIB-R).
23. MCO 1740.13, Establishment of Child Care Plans for Dual-Service Parents and Single Parents with Custody of their Children.
24. MCO P1741.8 Government Life Insurance Manual
25. MCO P1751.3, Basic Allowance for Housing (BAH) for Marines with Dependents.
26. MCO 3400.3 NBC Defense Training
27. MCO 3572.2 Regulations Governing Training/Evacuation with the M16AZ Service Rifle.

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28. MCO 3574.2 Marksmanship Training with Individual Small Arms.
29. MCO 4750.37 Marine Corps Travel Information Manual (MCTIM)
30. MCO P5100.19, USMC Traffic Safety Program.
31. MCO P5300.12 The Marine Corps Substance Abuse Program
32. MCO 5390.2 Leadership Training and Education
33. MCO 6100.3 Physical Fitness
34. MCO 7220.43 Financial Assistance Program (FAP)
35. MCO 11240.66 Standard Licensing Procedures for Operating Military Motor Vehicles
36. DFAS 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual, (MCTFS APSM) .
37. National Five-Byte Zip Code & Post Office Directory.
38. Worldwide Geographic Location Codes Publication: <http://hydra.gsa.gov/glc/>
39. Website for Employee/Member Self Service (E/MSS): <http://www.dfas.mil/emss/>

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## Section 1: AWARDS

### 50100. INTRODUCTION.

1. The categories contained in Awards are Decorations, Personal, Unit, and Service Awards. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
140 000 AWD ___ DEV ___ FR ___ TO ___ ED ___	HQ REG RES	N	Y
140 001 GOOD CONDUCT MEDAL ___	HQ REG RES	N	N
140 002 DATE AFR MED ___	HQ REG RES	N	N
140 003 DATE SMCR MED ___	HQ REG RES	N	N

### 50101. AWARDS (TTC 140).

1. All awards codes are located in the current version of the IRAM (MCO P1070.12). This transaction may be reported as an event entry. The awards are displayed through CICS on the D143 or S143 remark and the Awards View (AWDS). The groups are identified as follows:

- Group 1: Personal Awards
- Group 2: Service Awards
- Group 3: Unit Awards
- Group 4: Decorations

2. Report the following for each award:

TTC 0140 000                      AWD    DEV    FR    TO    ED    \_\_\_\_\_

Type of award (2-byte A/N) \_\_\_\_\_ ↑

(MCO P1070.12)

Type of device awarded (1-byte A/N) \_\_\_\_\_ ↑

(MCO P1070.12)

From date (8-byte YYYYMMDD) \_\_\_\_\_ ↑

To date (8 byte YYYYMMDD) \_\_\_\_\_ ↑

Date awarded (8 byte YYYYMMDD) \_\_\_\_\_ ↑

**NOTE:** If the inclusive period of the award is unknown, enter the date of the award in both the FROM date and the TO date fields.

3. Service Awards. Refer to MCO P1070.12 for all specific Service award requirements. The initial service award commencement date is established with the Accession.

- Good Conduct Medal (GCM). Report the **commencement** date as follows:

TTC 140 001                      GOOD CONDUCT MEDAL \_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

- Armed Forces Reserve Medal. Reserve personnel (officers and enlisted) are eligible for this award. Report the commencement date as follows:

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TTC 140 002                      DATE AFR MED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

c. Selected Marine Corps Reserve Medal. This award is for eligible reserve personnel only. Report the commencement date as follows:

TTC 140 003                      DATE SMCR MED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

d. Prior to 27 April 1990, Marines were allowed one NJP during a GCM period before the GCM commencement date changed. Under the old policy, the Marine's GCM date changed with the second NJP and upon each subsequent NJP during the Good Conduct Medal period. The **new policy** was established on 27 April 1990. Refer to the IRAM for all dates concerning the GCM.

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## Section 2: RECORD OF EMERGENCY DATA

### 50200. INTRODUCTION.

1. The different categories of Record of Emergency Data (RED) are those items such as RED Spouse, RED Child, RED Father, RED Mother, RED Death Gratuity, RED Guardian, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
343 000 RED SPOUSE _____	HQ REG RES	N	N
343 001 RED CHILD1 _____	HQ REG RES	N	N
343 002 RED CHILD2 _____	HQ REG RES	N	N
343 003 RED CHILD3 _____	HQ REG RES	N	N
343 004 RED CHILD4 _____	HQ REG RES	N	N
343 005 RED CHILD5 _____	HQ REG RES	N	N
343 006 RED CHILD6 _____	HQ REG RES	N	N
343 007 RED FATHER _____	HQ REG RES	N	N
343 008 RED MOTHER _____	HQ REG RES	N	N
343 009 RED DEATH GRAT1 _____	HQ REG RES	N	N
343 010 RED DEATH GRAT2 _____	HQ REG RES	N	N
343 011 RED PAY ARREARS1 _____	HQ REG RES	N	N
343 012 RED PAY ARREARS2 _____	HQ REG RES	N	N
343 013 RED NOT NOTIFY1 _____	HQ REG RES	N	N
343 014 RED NOT NOTIFY2 _____	HQ REG RES	N	N
343 015 RED GUARDIAN1 _____	HQ REG RES	N	N
343 016 RED GUARDIAN2 _____	HQ REG RES	N	N
343 017 RED GUARDIAN3 _____	HQ REG RES	N	N
343 018 RED GUARDIAN4 _____	HQ REG RES	N	N
343 019 RED GUARDIAN5 _____	HQ REG RES	N	N
343 020 RED GUARDIAN6 _____	HQ REG RES	N	N
343 021 RED MIA NAME _____	HQ REG RES	N	N
344 000 RED SPOUSE ADR1 _____	HQ REG RES	N	N
344 001 RED SPOUSE ADR2 _____	HQ REG RES	N	N
344 002 RED CHILD1 ADR1 _____	HQ REG RES	N	N
344 003 RED CHILD1 ADR2 _____	HQ REG RES	N	N
344 004 RED CHILD2 ADR1 _____	HQ REG RES	N	N
344 005 RED CHILD2 ADR2 _____	HQ REG RES	N	N
344 006 RED CHILD3 ADR1 _____	HQ REG RES	N	N
344 007 RED CHILD3 ADR2 _____	HQ REG RES	N	N
344 008 RED CHILD4 ADR1 _____	HQ REG RES	N	N
344 009 RED CHILD4 ADR2 _____	HQ REG RES	N	N
344 010 RED CHILD5 ADR1 _____	HQ REG RES	N	N
344 011 RED CHILD5 ADR2 _____	HQ REG RES	N	N
344 012 RED CHILD6 ADR1 _____	HQ REG RES	N	N
344 013 RED CHILD6 ADR2 _____	HQ REG RES	N	N
344 014 RED FATHER ADR1 _____	HQ REG RES	N	N
344 015 RED FATHER ADR2 _____	HQ REG RES	N	N
344 016 RED MOTHER ADR1 _____	HQ REG RES	N	N
344 017 RED MOTHER ADR2 _____	HQ REG RES	N	N
344 018 RED DEATH GRAT1 ADR1 _____	HQ REG RES	N	N
344 019 RED DEATH GRAT1 ADR2 _____	HQ REG RES	N	N
344 020 RED DEATH GRAT2 ADR1 _____	HQ REG RES	N	N
344 021 RED DEATH GRAT2 ADR2 _____	HQ REG RES	N	N
344 022 RED PAY ARREARS1 ADR1 _____	HQ REG RES	N	N
344 023 RED PAY ARREARS1 ADR2 _____	HQ REG RES	N	N
344 024 RED PAY ARREARS2 ADR1 _____	HQ REG RES	N	N

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344 025	RED PAY ARREARS2 ADR2_____	HQ REG RES	N	N
344 026	RED NOT NOTIFY1 ADR1_____	HQ REG RES	N	N
344 027	RED NOT NOTIFY1 ADR2_____	HQ REG RES	N	N
344 028	RED NOT NOTIFY2 ADR1_____	HQ REG RES	N	N
344 029	RED NOT NOTIFY2 ADR2_____	HQ REG RES	N	N
344 030	RED NOK DIR1_____	HQ REG RES	N	N
344 031	RED NOK DIR2_____	HQ REG RES	N	N
344 032	RED NOK DIR3_____	HQ REG RES	N	N
344 033	RED NOK DIR4_____	HQ REG RES	N	N
344 034	RED NOK DIR5_____	HQ REG RES	N	N
344 035	RED GUARDIAN1 ADR1_____	HQ REG RES	N	N
344 036	RED GUARDIAN1 ADR2_____	HQ REG RES	N	N
344 037	RED GUARDIAN2 ADR1_____	HQ REG RES	N	N
344 038	RED GUARDIAN2 ADR2_____	HQ REG RES	N	N
344 039	RED GUARDIAN3 ADR1_____	HQ REG RES	N	N
344 040	RED GUARDIAN3 ADR2_____	HQ REG RES	N	N
344 041	RED GUARDIAN4 ADR1_____	HQ REG RES	N	N
344 042	RED GUARDIAN4 ADR2_____	HQ REG RES	N	N
344 043	RED GUARDIAN5 ADR1_____	HQ REG RES	N	N
344 044	RED GUARDIAN5 ADR2_____	HQ REG RES	N	N
344 045	RED GUARDIAN6 ADR1_____	HQ REG RES	N	N
344 046	RED GUARDIAN6 ADR2_____	HQ REG RES	N	N
344 047	RED MIA NOTIFY DIR_____	HQ REG RES	N	N
344 048	RED MIA NOTIFY ADDL DIR_____	HQ REG RES	N	N
345 000	RED INS1_____	HQ REG RES	N	N
345 001	RED INS2_____	HQ REG RES	N	N
345 002	RED INS3_____	HQ REG RES	N	N
345 003	RED INS4_____	HQ REG RES	N	N
345 004	RED INS5_____	HQ REG RES	N	N
346 000	RED NOK1 TELE_____	HQ REG RES	N	N
346 001	RED NOK2 TELE_____	HQ REG RES	N	N
346 002	RED NOK3 TELE_____	HQ REG RES	N	N
346 003	RED GUARDIAN1 TELE_____	HQ REG RES	N	N
346 004	RED GUARDIAN2 TELE_____	HQ REG RES	N	N
346 005	RED GUARDIAN3 TELE_____	HQ REG RES	N	N
346 006	RED GUARDIAN4 TELE_____	HQ REG RES	N	N
346 007	RED GUARDIAN5 TELE_____	HQ REG RES	N	N
346 008	RED GUARDIAN6 TELE_____	HQ REG RES	N	N
346 009	MIA NOTIFY TELE FIRST_____	HQ REG RES	N	N
346 010	MIA NOTIFY TELE SECOND_____	HQ REG RES	N	N
347 000	RED SGLI PAYDESIG_____ BENE_____ DATE_____	HQ REG RES	N	N
348 000	RED SPOUSE REMOVE	HQ REG RES	N	N
348 001	RED SPOUSE ADR REMOVE	HQ REG RES	N	N
348 002	RED CHILD1 REMOVE	HQ REG RES	N	N
348 003	RED CHILD1 ADR REMOVE	HQ REG RES	N	N
348 004	RED CHILD2 REMOVE	HQ REG RES	N	N
348 005	RED CHILD2 ADR REMOVE	HQ REG RES	N	N
348 006	RED CHILD3 REMOVE	HQ REG RES	N	N
348 007	RED CHILD3 ADR REMOVE	HQ REG RES	N	N
348 008	RED CHILD4 REMOVE	HQ REG RES	N	N
348 009	RED CHILD4 ADR REMOVE	HQ REG RES	N	N
348 010	RED CHILD5 REMOVE	HQ REG RES	N	N
348 011	RED CHILD5 ADR REMOVE	HQ REG RES	N	N
348 012	RED CHILD6 REMOVE	HQ REG RES	N	N
348 013	RED CHILD6 ADR REMOVE	HQ REG RES	N	N
348 014	RED FATHER REMOVE	HQ REG RES	N	N
348 015	RED FATHER ADR REMOVE	HQ REG RES	N	N
348 016	RED MOTHER REMOVE	HQ REG RES	N	N
348 017	RED MOTHER ADR REMOVE	HQ REG RES	N	N
348 018	RED DEATH GRAT1 REMOVE	HQ REG RES	N	N
348 019	RED DEATH GRAT1 ADR REMOVE	HQ REG RES	N	N
348 020	RED DEATH GRAT2 REMOVE	HQ REG RES	N	N
348 021	RED DEATH GRAT2 ADR REMOVE	HQ REG RES	N	N



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348 022 RED PAY ARREARS1 REMOVE	HQ REG RES	N	N
348 023 RED PAY ARREARS1 ADR REMOVE	HQ REG RES	N	N
348 024 RED PAY ARREARS2 REMOVE	HQ REG RES	N	N
348 025 RED PAY ARREARS2 ADR REMOVE	HQ REG RES	N	N
348 026 RED NOT NOTIFY1 REMOVE	HQ REG RES	N	N
348 027 RED NOT NOTIFY1 ADR REMOVE	HQ REG RES	N	N
348 028 RED NOT NOTIFY2 REMOVE	HQ REG RES	N	N
348 029 RED NOT NOTIFY2 ADR REMOVE	HQ REG RES	N	N
348 030 RED INS1 REMOVE	HQ REG RES	N	N
348 031 RED INS2 REMOVE	HQ REG RES	N	N
348 032 RED INS3 REMOVE	HQ REG RES	N	N
348 033 RED INS4 REMOVE	HQ REG RES	N	N
348 034 RED INS5 REMOVE	HQ REG RES	N	N
348 035 RED NOK1 TELE REMOVE	HQ REG RES	N	N
348 036 RED NOK1 DIR REMOVE	HQ REG RES	N	N
348 037 RED NOK2 TELE REMOVE	HQ REG RES	N	N
348 038 RED NOK3 TELE REMOVE	HQ REG RES	N	N
348 039 RED GUARDIAN1 REMOVE	HQ REG RES	N	N
348 040 RED GUARDIAN1 ADR REMOVE	HQ REG RES	N	N
348 041 RED GUARDIAN1 TELE REMOVE	HQ REG RES	N	N
348 042 RED GUARDIAN2 REMOVE	HQ REG RES	N	N
348 043 RED GUARDIAN2 ADR REMOVE	HQ REG RES	N	N
348 044 RED GUARDIAN2 TELE REMOVE	HQ REG RES	N	N
348 045 RED GUARDIAN3 REMOVE	HQ REG RES	N	N
348 046 RED GUARDIAN3 ADR REMOVE	HQ REG RES	N	N
348 047 RED GUARDIAN3 TELE REMOVE	HQ REG RES	N	N
348 048 RED GUARDIAN4 REMOVE	HQ REG RES	N	N
348 049 RED GUARDIAN4 ADR REMOVE	HQ REG RES	N	N
348 050 RED GUARDIAN4 TELE REMOVE	HQ REG RES	N	N
348 051 RED GUARDIAN5 REMOVE	HQ REG RES	N	N
348 052 RED GUARDIAN5 ADR REMOVE	HQ REG RES	N	N
348 053 RED GUARDIAN5 TELE REMOVE	HQ REG RES	N	N
348 054 RED GUARDIAN6 REMOVE	HQ REG RES	N	N
348 055 RED GUARDIAN6 ADR REMOVE	HQ REG RES	N	N
348 056 RED GUARDIAN6 TELE REMOVE	HQ REG RES	N	N
348 057 MIA NOTIFY NAME REMOVE	HQ REG RES	N	N
348 058 MIA NOTIFY ADDR DIRECTION REMOVE	HQ REG RES	N	N
348 059 MIA NOTIFY TELE FIRST REMOVE	HQ REG RES	N	N
348 060 MIA NOTIFY TELE SECOND REMOVE	HQ REG RES	N	N

50201. RECORD OF EMERGENCY DATA (RED) (TTC 343/344/345/346/347/348).

1. The RED is maintained in MCTFS for all Active, Reserve, and Retired members. Commanders are responsible for maintaining the RED. The RED is a current official and legally binding record of relatives, beneficiaries and emergency information on each Marine to be used to make casualty notification and to adjudicate claims for various death benefits. Refer to MCO 1070.12 for specific guidance and TABLE 5-1 for sample of computer-generated RED. The RED provides:

a. A current record of the names, addresses, telephone numbers and directions to the residence of persons to be notified in case of an emergency.

b. A current record of persons related to the Marine who may be entitled to death benefits as prescribed by law (SGLV, disposition of remains, shipment of personal effects, etc.). This includes the current spouse, all children (regardless of age, or dependency), parents (natural, adopted, step, etc.), guardians of minor children, persons acting in loco parentis to the Marine, and others as designated.

c. Specific beneficiary(ies) designated to receive death gratuity in the event the Marine is not survived by a lawful spouse or child.

d. Specific beneficiary(ies) designated to receive unpaid pay and allowances, any amounts due for unused leave, or any other monies due from the Department of the Navy which

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are unpaid at the time of the Marine's death.

e. Specific beneficiary(ies) designated to receive Servicemember's Group Life Insurance (Veteran's) (SGLV) and the method of payment.

f. Names of insurance companies to be notified in the event of the Marine's death. The CMC (MR) will notify companies listed.

g. A current record of persons not to be notified due to ill health in the event a Marine enters a casualty status.

2. Audit the RED on the following occasions:

a. During the joining process at a unit

b. Triennially, at least once every three years.

c. No earlier than 30 days prior and within 30 days following return from an active component deployment and no earlier than 60 days prior to an ADT commencement.

d. When the Marine requests changes to the RED.

e. Upon transfer or detachment for TAD in excess of 30 days.

f. Upon retirement, transfer to the FMCR, or separation from the Marine Corps or Marine Corps Reserve. The RED address and current address, as applicable, is entered on the DD Form 214 prior to issuance to separating the Marine by the issuing command.

3. Units will print individual RED's by using the TRED or RPTS option within MCTFS CICS. RED's requested for every Marine in the unit may be printed through the RPTS option within CICS.

4. RED certification procedures. When the RED is received and has been audited, the Marine will sign the member certification block in ink as follows: First name, middle initial, and last name. The person assigned responsibility for interviewing the Marine will witness the signature and sign the witness certification block in ink as follows: First name, middle initial, last name, and grade. All interviews and witnessing signatures will be accomplished by a Cpl/GS-4 or above who will also complete the date certified block. The new RED will be filed in the Service Record on the bottom of the document side, in place of the previous RED.

5. RED correction procedures. To correct erroneous information contained in the RED, the Marine will draw a single line through each item of information to be corrected, hand write the correct information, and then sign and date each correction as follows: first name, middle initial, and last name. Report only the corrected information with the appropriate statement. Record the UD number in the space labeled "RPT ON UNIT DIARY NUMBER" on the RED for any corrections made to the RED. Maintain the annotated RED in the Service Record until receipt of the updated RED. RED information submitted on the UD will overwrite the old information.

6. The following standard rules apply to all RED entries:

a. All names will be reported showing first name, middle initial, and last name. Name fields will consist of a maximum of 35 alpha-characters. If the child's last name is the same as the Marine's, it is not necessary to report the last name.

b. All addresses will consist of two lines with a **maximum of 35 alpha-numeric characters** for each line. The first line will be used for the street address, and the second line will be used for the city, state, and ZIP code. **ZIP CODE MUST BE USED.**

c. The following logic applies to individual addresses:

(1) If the current address was previously reported for an individual listed on the RED, it is not necessary to report it again.

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(2) If the children reside with their mother listed as the spouse, it is not necessary to report their address.

(3) If the Marine's mother resides with the Marine's father, it is not necessary to report her address.

7. To report RED information, report the following:

a. Spouse's Name and Address

TTC 343 000                      RED SPOUSE\_\_\_\_\_ |  
 Name of spouse. \_\_\_\_\_ ↑  
 If single, divorced, or widowed state accordingly

TTC 344 000                      RED SPOUSE ADR1 \_\_\_\_\_ |  
 Current street address of spouse \_\_\_\_\_ ↑  
 (PO Box or Rural Route address requires NOK directions)

TTC 344 001                      RED SPOUSE ADR2 \_\_\_\_\_ |  
 Current city, state, and ZIP code of spouse \_\_\_\_\_ ↑

b. Children's Names, Addresses, and Dates of Birth (provide names of all children regardless of dependency status or age). A maximum of six children may be entered. For those Marines having seven or more children, enter CONTD after the sixth child's DOB on the paper copy of the RED; and on the reverse (head-to-foot) of the automated RED, type the child(ren)'s information as follows: RED CHILD7 \_\_\_\_\_ | RED CHILD7 ADR1 \_\_\_\_\_ | RED CHILD7 ADR2 \_\_\_\_\_ |, RED CHILD8 \_\_\_\_\_ | etc.

TTC 343 001                      RED CHILD1 \_\_\_\_\_ |  
 8-byte DOB of  
 first child in parentheses. If no  
 children, enter 'NONE' \_\_\_\_\_ ↑

TTC 344 002                      RED CHILD1 ADR1 \_\_\_\_\_ |  
 Current street address of first  
 child if different than spouse's address \_\_\_\_\_ ↑

TTC 344 003                      RED CHILD1 ADR2 \_\_\_\_\_ |  
 Current city, state, and ZIP code of first  
 child if different than spouse's address \_\_\_\_\_ ↑

TTC 343 002                      RED CHILD2 \_\_\_\_\_ |  
 TTC 344 004                      RED CHILD2 ADR1 \_\_\_\_\_ |  
 TTC 344 005                      RED CHILD2 ADR2 \_\_\_\_\_ |  
 TTC 343 003                      RED CHILD3 \_\_\_\_\_ |  
 TTC 344 006                      RED CHILD3 ADR1 \_\_\_\_\_ |  
 TTC 344 007                      RED CHILD3 ADR2 \_\_\_\_\_ |  
 TTC 343 004                      RED CHILD4 \_\_\_\_\_ |  
 TTC 344 008                      RED CHILD4 ADR1 \_\_\_\_\_ |  
 TTC 344 009                      RED CHILD4 ADR2 \_\_\_\_\_ |  
 TTC 343 005                      RED CHILD5 \_\_\_\_\_ |  
 TTC 344 010                      RED CHILD5 ADR1 \_\_\_\_\_ |  
 TTC 344 011                      RED CHILD5 ADR2 \_\_\_\_\_ |  
 TTC 343 006                      RED CHILD6 \_\_\_\_\_ |

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TTC 344 012 RED CHILD6 ADR1 \_\_\_\_\_|  
TTC 344 013 RED CHILD6 ADR2 \_\_\_\_\_|

c. Guardian's Names, Addresses, Telephone Number and Relationship. These data fields are required entries if the Marine has a child/children and is a single parent with custody of the child/children or the Marine's spouse is a member of the U.S. Armed Forces, regardless of component. The guardian should be the same as listed on the Marine's Special Power of Attorney. Refer to MCO 1740.13 for information on the establishment of Child Care Plans.

TTC 343 015 RED GUARDIAN1 \_\_\_\_\_|

Name of first guardian and  
**relationship to child** in parentheses \_\_\_\_\_|  
(Relationship codes in MCO P1080.20)

TTC 344 035 RED GUARDIAN1 ADR1 \_\_\_\_\_|

Current street address of first guardian \_\_\_\_\_|

TTC 344 036 RED GUARDIAN1 ADR2 \_\_\_\_\_|

Current city, state, and ZIP  
code of first guardian \_\_\_\_\_|

TTC 346 003 RED GUARDIAN1 TELE \_\_\_\_\_|

Current area code and telephone number of  
the first guardian and relationship  
abbreviation \_\_\_\_\_|  
(from MCO P1080.20)

343 016 RED GUARDIAN2 _____	343 017 RED GUARDIAN3 _____
344 037 RED GUARDIAN2 ADR1 _____	344 039 RED GUARDIAN3 ADR1 _____
344 038 RED GUARDIAN2 ADR2 _____	344 040 RED GUARDIAN3 ADR2 _____
346 004 RED GUARDIAN2 TELE _____	346 005 RED GUARDIAN3 TELE _____
343 018 RED GUARDIAN4 _____	343 019 RED GUARDIAN5 _____
344 041 RED GUARDIAN4 ADR1 _____	344 043 RED GUARDIAN5 ADR1 _____
344 042 RED GUARDIAN4 ADR2 _____	344 044 RED GUARDIAN5 ADR2 _____
346 006 RED GUARDIAN4 TELE _____	
346 007 RED GUARDIAN5 TELE _____	
343 020 RED GUARDIAN6 _____	
344 045 RED GUARDIAN6 ADR1 _____	
344 046 RED GUARDIAN6 ADR2 _____	
346 008 RED GUARDIAN6 TELE _____	

**NOTE:** Up to six guardians may be entered. For those Marines having seven or more children enter CONTD after the sixth child's guardian; and on the reverse (head to foot) of the automated RED, type the guardians' information in the format shown: RED GUARDIAN7 \_\_\_\_\_|RED GUARDIAN 7 TELE \_\_\_\_\_|RED GUARDIAN7 ADR1 \_\_\_\_\_|RED GUARDIAN7 ADR2 \_\_\_\_\_|

d. Father's Name and Address

TTC 343 007 RED FATHER \_\_\_\_\_|

Name of father. If deceased, enter  
name, followed by (D). If other than  
natural father, indicate after name the  
relationship in parenthesis  
(from MCO P1080.20) \_\_\_\_\_|

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TTC 344 014 RED FATHER ADR1 \_\_\_\_\_ |

Current street address of father \_\_\_\_\_

TTC 344 015 RED FATHER ADR2 \_\_\_\_\_ |

Current city, state, and ZIP code of father \_\_\_\_\_

### e. Mother's Name and Address.

TTC 343 008 RED MOTHER \_\_\_\_\_ |

Name of mother. If deceased, enter name followed by (D). If other than natural mother is listed, indicate after name the relationship in parenthesis from MCO P1080.20 \_\_\_\_\_

TTC 344 016 RED MOTHER ADR1 \_\_\_\_\_ |

Current street address of mother \_\_\_\_\_  
if different than father's address

TTC 344 017 RED MOTHER ADR2 \_\_\_\_\_ |

Current city, state, and ZIP code of mother if different than father's address \_\_\_\_\_

f. Specific Death Gratuity Beneficiary(ies). Title 10 U.S.C. 1477 provides that the death gratuity payment must be made to the lawful spouse or children; therefore, they cannot be designated in this block. Enter name and address of persons designated to receive death gratuity in the event there is no spouse or children. Name only father / mother (including persons who have stood in loco-parentis for 1 year or more), brother(s) / sister(s) (including those of half blood). If the person(s) named is/are under 21 years of age, indicate after relationship (under 21). No other persons are eligible to be named as death gratuity beneficiaries.

TTC 343 009 RED DEATH GRAT1 \_\_\_\_\_ |

Name of person designated to receive death gratuity. Indicate after name the relationship in parenthesis. If more than one person is named to receive death gratuity enter percent of payment in parenthesis after relationship; for example, (50 PCT). When it has been determined there are no eligible survivors other than spouse or children, enter: "NONE, NO ELIGIBLE RECIP" in parentheses \_\_\_\_\_

TTC 344 018 RED DEATH GRAT1 ADR1 \_\_\_\_\_ |

Current street address of person designated to receive death gratuity if not previously reported \_\_\_\_\_

TTC 344 019 RED DEATH GRAT1 ADR2 \_\_\_\_\_ |

Current city, state, and ZIP code of person designated to receive death gratuity if not previously reported \_\_\_\_\_


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TTC 343 010 RED DEATH GRAT2\_\_\_\_\_|

TTC 344 020 RED DEATH GRAT2 ADR1\_\_\_\_\_|

TTC 344 021 RED DEATH GRAT2 ADR2\_\_\_\_\_|

Current city, state, and ZIP code  
of person designated to receive death  
gratuity if not previously reported \_\_\_\_\_




**NOTE:** A maximum of two death gratuity beneficiaries may be entered into the MCTFS. If more than two beneficiaries are desired, enter CONTD after the second beneficiary's entry; and on the reverse (head-to-foot) of the automated RED, type the beneficiary(ies) information as follows: RED DEATH GRAT3\_\_\_\_|RED DEATH GRAT3 ADR1\_\_\_\_|RED DEATH GRAT3 ADR2\_\_\_\_|. Indicate after name, relationship in parentheses and percentage as shown at RED DEATH GRAT1\_\_\_\_|.

g. Specific Arrears of Pay Beneficiary(ies). Any person(s) (not limited to relatives) named in this block will receive all unpaid pay and allowances, any amounts due for unused leave, and any other monies due. All Marines will be advised to give careful consideration in naming a beneficiary(ies) to receive these funds since a substantial sum may accumulate in the event the Marine enters a missing status for a period of time prior to an official determination of death. If the person(s) named is/are under 21 years of age, indicate after relationship (under 21).


TTC 343 011 RED PAY ARREARS1\_\_\_\_\_|

Name of person  
Indicate after name the relationship  
in parentheses. If more than one person is  
designated, enter percent of payment after  
relationship in parentheses for example, (50 PCT) \_\_\_\_\_




TTC 344 022 RED PAY ARREARS1 ADR1\_\_\_\_\_|

Current street address of person designated to  
receive arrears of pay if not previously reported \_\_\_\_\_



TTC 344 023 RED PAY ARREARS1 ADR2\_\_\_\_\_|

Current city, state, and ZIP code of person  
designated to receive arrears of pay if not  
previously reported \_\_\_\_\_



TTC 343 012 RED PAY ARREARS2\_\_\_\_\_|

TTC 344 024 RED PAY ARREARS2 ADR1\_\_\_\_\_|


TTC 344 025 RED PAY ARREARS2 ADR2\_\_\_\_\_|

**NOTE:** A maximum of two pay arrears beneficiaries may be entered into the MCTFS. If more than two beneficiaries are desired, enter CONTD after the second beneficiary's entry; and on the reverse (head-to-foot) of the automated RED, type the beneficiary(ies) information as follows: RED PAY ARREARS3\_\_\_\_|RED PAY ARREARS3 ADR1\_\_\_\_| RED PAY ARREARS3 ADR2\_\_\_\_|. Indicate after name, relationship in parentheses and percentage.

h. Person(s) in the Marine's immediate family who, due to ill health or other reasons, **not to be notified** in case of an emergency or in the event the Marine enters a casualty status.

TTC 343 013 RED NOT NOTIFY1\_\_\_\_\_|

Name of person  
Indicate after name the relationship in  
parentheses. If none, enter "NONE" \_\_\_\_\_



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TTC 344 026 RED NOT NOTIFY1 ADR1\_\_\_\_\_ |

Current street address of person not to be notified if not previously reported\_\_\_\_\_ |

TTC 344 027 RED NOT NOTIFY1 ADR2\_\_\_\_\_ |

Current city, state, and ZIP code of person not to be notified if not previously reported\_\_\_\_\_ |

TTC 343 014 RED NOT NOTIFY2\_\_\_\_\_ |

TTC 344 028 RED NOT NOTIFY2 ADR1\_\_\_\_\_ |

TTC 344 029 RED NOT NOTIFY2 ADR2\_\_\_\_\_ |

**NOTE:** A maximum of two persons **not** to be notified may be entered into the MCTFS. If more than two persons should not be notified, enter CONTD after the second person's entry; and on the reverse (head-to-foot) of the automated RED, type the person(s) information as follows: RED NOT NOTIFY3\_\_\_\_|RED NOT NOTIFY3 ADR1\_\_\_\_| RED NOT NOTIFY3 ADR2\_\_\_\_|. Indicate after name, relationship as in RED NOT NOTIFY1|.

i. Insurance Policy(ies). The name (address not required) of commercial insurance companies including policy number with which the Marine carries insurance. In the event of death of the Marine, the CMC (MHP-10) will make notification in order to expedite action for beneficiary(ies).

TTC 345 000 RED INS1\_\_\_\_\_ |

Name of insurance company followed by the policy number\_\_\_\_\_ |

TTC 345 001 RED INS2\_\_\_\_\_ |

TTC 345 002 RED INS3\_\_\_\_\_ |

TTC 345 003 RED INS4\_\_\_\_\_ |

TTC 345 004 RED INS5\_\_\_\_\_ |

**NOTE:** The combined total of alphanumeric characters to report the name of the insurance company and the policy number cannot exceed 25. A maximum of five insurance policies may be entered. If more than five policies are to be listed, enter CONTD after the fifth insurance company policy number; and on the reverse (head-to-foot) of the automated RED, type the insurance company and policy number information in the same format; for example, RED INS6\_\_\_\_|.

j. Next of Kin Telephone Number. The area code, telephone number, and relationship abbreviation where the next of kin may be contacted. This telephone number will be used exclusively to indicate the next of kin telephone number and relationship.

TTC 346 000 RED NOK1 TELE\_\_\_\_\_ |

Area code and telephone number of the NOK and relationship abbreviation (from MCO P1080.20) \_\_\_\_\_ |

**EXAMPLE, 703 555 2222 W**

TTC 346 001 RED NOK2 TELE\_\_\_\_\_ |

TTC 346 002 RED NOK3 TELE\_\_\_\_\_ |

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**NOTE:** The relationship abbreviation 'OT' (other) used in conjunction with PNOK telephone number must indicate a number where immediate contact can be made with the PNOK; for example, 'N' Neighbor, 'L' Landlord, 'A' Aunt.

k. Next of Kin's Directions. Directions to locate the next of kin whose address is shown as a P.O. Box, Rural Route, or an address which is considered difficult to locate will be entered on five lines or less with a maximum of 35 alphanumeric characters for each line.

TTC 344 030                      RED NOK DIR1 \_\_\_\_\_ |  
Direction limited to                      ↑  
35-bytes \_\_\_\_\_

TTC 344 031                      RED NOK DIR2 \_\_\_\_\_ |

TTC 344 032                      RED NOK DIR3 \_\_\_\_\_ |

TTC 344 033                      RED NOK DIR4 \_\_\_\_\_ |

TTC 344 034                      RED NOK DIR5 \_\_\_\_\_ |

8. Missing in Action (MIA) Information. The name, relationship, address, phone number and directions to the residence of someone designated, by the Marine, as an 'interested party' in case the Marine is ever declared MIA. The Marine may decline to designate an "interested party".

a. To identify the name of the person to contact in case the initial RED next of kin cannot be notified, report as follows:

TTC 343 021                      \_\_\_\_\_ RED MIA NAME \_\_\_\_\_ |  
8-byte DOA (YYYYMMDD)                      ↑                      ↑  
35-byte contact name \_\_\_\_\_

b. To report directions to locate the person to contact in the RED MIA NAME, report as follows:

TTC 344 047                      RED MIA NOTIFY DIR \_\_\_\_\_ |  
35-bytes Notification directions                      ↑  
(4 occurrences) \_\_\_\_\_

c. Additional directions (if needed) to contact the person who has their name entered via the RED MIA NAME, report as follows:

TTC 344 048                      RED MIA NOTIFY ADDL DIR \_\_\_\_\_ |  
35-byte additional  
notification directions                      ↑  
(1 occurrence) \_\_\_\_\_

d. To report telephone number to be utilized if no one can be reached at the initial next of kin telephone listings, report as follows:

TTC 346 009                      MIA NOTIFY TELE FIRST \_\_\_\_\_ |  
3-byte area code \_\_\_\_\_ ↑                      ↑                      ↑  
7-byte telephone number \_\_\_\_\_  
2-byte relationship code                      ↑  
(from MCO P1080.20) \_\_\_\_\_



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e. To report the additional telephone number to be utilized if no one can be reached at the initial next of kin telephone listings, report as follows:

TTC 346 010                      MIA NOTIFY TELE SECOND \_\_\_\_\_ |

3-byte area code \_\_\_\_\_ ↑                      ↑                      ↑

7-byte telephone number \_\_\_\_\_ ↑

2-byte relationship code \_\_\_\_\_ ↑

9. SGLI Data. If the Marine elects a change in coverage, ensure the SGLI election is made on VA Form 29-8286 and reported per Chapter 8, Section 7 (SERVICEMAN'S GROUP LIFE INSURANCE), report as follows:

TTC 347 000                      RED SGLI PAYDESIG \_\_\_\_\_ BENE \_\_\_\_\_ DATE \_\_\_\_\_ |

2-byte payment designator shown below \_\_\_\_\_ ↑                      ↑                      ↑

1-byte beneficiary code shown below \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) latest VA Form 29-8286 was signed \_\_\_\_\_ ↑

### SGLI PAY DESIGNATION CODE

### BENEFICIARY (IES) CODE

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
00	No payment election	B	Father to receive
11	Lump Sum	C	Mother to receive
22	36 Equal monthly payments	D	Mother and Father 50% each
		E	Child/Children
		F	Other
		S	Spouse

10. To delete information contained in the RED, report the applicable TTC. For **EXAMPLE:** If the Marine has three children and you want to delete number one, report RED CHILD1 REMOVE. This will delete the name and address for child one. Child two and three will not be affected by this deletion and will remain as two and three. To delete an address, report the address data element that you want to delete without the '1' or '2' followed by the word "REMOVE." This will remove the complete address but will not affect the name reported.

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TJEPTRED \*\*\*\*\*MCTFS RECORD OF EMERGENCY DATA\*\*\*\*\* 03/19/1999  
 TUJOI1 ENTER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 11:21:55  
 SSN: XXXXXXXXXXXX NAME: XXXXXXXXXXXX, XXXXXX X PAGE: 01  
 RUC: XXXXX COMPANY CODE: PRES-GRADE: XX RECSTAT: COMP CODE:  
 PLT CODE: XXXX TRNGRP: X R-RECSTAT: X RCOMP CODE: XX

SPOUSE NAME/ADDRESS  
**KIM H HUNTER** RT 1, BOX 287  
 W COLE VA 29169

CHILD NR/NAME/DOB/ADDRESS  
 1 **BRIAN HUNTER** (910402) (ADDRESS SAME AS SPOUSE)  
 2 **KENA HUNTER** (900111)

GUARDIAN NR/NAME/PHONE/RELATION/ADDRESS  
 1 NONE

FATHER/MOTHER NAME/ADDRESS  
 1 **GLEN SEERING** 111 LEATHERNECK LANE  
**LETHA SEERING** LENEXA, KS 66215  
 DECEASED DEATH GRATUITY BENEFICIARY (IES) NR/NAME/RELATION/PCT/ADDRESS  
 1 **GLEN SEERING** (F) SAME AS ABOVE  
 DEATH GRATUITY 2 NOT GIVEN

PAY ARREARS BENEFICIARY (IES) NR/NAME/RELATION/PCT/ADDRESS/ADDRESS  
 1 **KIM HUNTER** SAME AS ABOVE  
 PAY ARREARS 2 NOT GIVEN

DO NOT NOTIFY DUE TO ILL HEALTH NR/NAME/RELATION/ADDRESS  
 1 NONE  
 NOT NOTIFY 2 NOT GIVEN

INSURANCE COMPANY (IES) NR/NAME/POLICY NUMBER  
 1 NONE

NEXT OF KIN/TELEPHONE NUMBER/RELATIONSHIP  
 1 703-555 2121 / W

PRIMARY NEXT OF KIN DIRECTIONS  
 I-20 TO RD 34. R ON 34 THEN L ON MARCELLUS RD. THEN R ON FELIX RD. THEN L ON ANNIE  
 HALLMAN RD. ST MOBILE HOME ON RT.

MIA ADDRESS/DIRECTIONS  
 SEE NOK INFORMATION

SGLI INFORMATION ELECTION ELECTS \$200,000.00 COVERAGE  
 BENEFICIARY SPOUSE  
 PAY DESIGNATION LUMP SUM  
 DATE 19981201

MEMBER CERTIFICATION..... RPTD ON UD NUMBER.....

WITNESS CERTIFICATION.....DATE CERTIFIED.....

Figure 5-1--Record of Emergency Data.

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## Section 3: ADDRESS

### 50300. INTRODUCTION.

1. The different categories of Address are those items such as Place of Birth, Home of Record, Address Status and Mailing Condition, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
042 001 PLACE OF BIRTH COUNTY____STATE____	HQ REG RES	N	N
174 000 HOME REC_____	HQ RES	N	N
174 001 HOME REC_____	HQ REG	N	N
425 000 ADDR_____	HQ REG	N	N
499 025 HOME ADDRESS____/____/____/____/____/_____	HQ REG RES	N	N
499 026 HOME ADDRESS____/____/____/____/____/_____	HQ REG RES	N	N
499 031 ADDR STAT____MAIL COND_____	HQ REG RES	N	N
499 032 ADDR VAL_____	HQ REG RES	N	N
780 000 CHECK ADDR RTN ____ ACCT NO ____ TYPE ACCT ____	HQ RES	N	N

### 50301. PLACE OF BIRTH (POB) (TTC 042).

1. Report as follows:

TTC 042 001                      PLACE OF BIRTH COUNTY\_\_\_\_STATE\_\_\_\_|

3-byte numeric county code                      ↑

(MCO P1080.20)

If unknown or foreign country, use zeroes                      ↑

2-byte numeric state                      ↑

(or the foreign country alpha code)                      ↑

(MCO P1080.20)

2. When reporting a request for clearance, the POB must be reported when the INITIAL SECURITY ACTION is requested, if the POB data is not on the CMF. **If POB is resident on the CMF do not re-report or the transaction will fail.** POB should be action dated 1 day prior to the request for initial security action when reported on the same UD.

### 50302. HOME OF RECORD (HOR) (TTC 174).

1. The HOR is the claimed legal residence at the time the Marine is commissioned, reinstated, appointed, enlisted, reenlisted (after a 24 hour break in service), or inducted into the Marine Corps. There are times when a Marine may change HOR (see JFTR). Such change is only authorized when the Marine's actual residence has changed; it will not be changed merely for personal convenience. Approval by CMC (MMSB-10) is required before correcting an erroneous HOR on the enlistment contract, record of induction or Appointment Acceptance and Record. Report as follows:

TTC 174 000                      HOME REC\_\_\_\_\_| (Reserve)

3-byte county code (or                      ↑

foreign country numeric code)                      ↑

(MCO P1080.20)

If unknown or foreign country, use '0's                      ↑

2-byte numeric state                      ↑

(or foreign country alpha code)

(<http://hydra.gsa.gov/glc/>)

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TTC 174 001                      HOME REC \_\_\_\_\_ | (Active Duty)

3-byte numeric county code \_\_\_\_\_  
 (MCO P1080.20)  
 If unknown or foreign country, use '0's

2-byte numeric state \_\_\_\_\_  
 (or foreign country alpha code)  
 (website)

4-byte city code (website) \_\_\_\_\_

2. To report a location outside the 50 States the UD statement must report the location as a nine-character code constructed as follows: **first three bytes**, always represent the numeric country code followed by a two-byte alpha geographical code, and the last four characters represent the numeric city code as contained in the applicable reference.

3. When the HOR location is unknown, the unknown portion of the nine-character code will be zeros. For example, if the State is known, but the county is not, the first three characters of the code representing the county would be shown as zeros (000) followed by a two-character state code, and trailed by the four-byte city code or zeros if the city is unknown.

50303. UNIT PERMANENT CHANGE OF ADDRESS (TTC 425).

This entry is only entered when a unit changes permanent locations, which is very seldom. The MISSO sends the entry to MI and Table 01 is then updated. Change of location of a reporting unit with an Event Entry on the date of change. Change of location will be reported only if the unit's location will change for a period of 31 days or longer. Report as follows:

TTC 425 000 ADDR \_\_\_\_\_ | HIST: \_\_\_\_\_

Complete mailing address \_\_\_\_\_

Unit title, telephone number and  
 Details for historical purposes  
 To include the authority \_\_\_\_\_

50304. HOME ADDRESS (TTC 499 025/026).

1. A permanent mailing address is required for each member of the Active/Reserve establishment. Report the home address for new members upon initial join to any Active/Reserve Component and for subsequent address changes. **Ensure the home address is reported with an action date whenever a Marine departs on terminal leave, for retirement or separation or when a Marine is sent home awaiting results of a PEB.** This entry is necessary for DFAS Cleveland to effect a retired Marine's pay. Report as follows:

a. When home address is within the U.S. (to include APO/FPO).

TTC 499 025                      \_\_\_\_\_ HOME ADDRESS \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |

8-byte DOA (YYYYMMDD)  
 (required) \_\_\_\_\_

1-byte Address Validation Flag  
 (Shown below with TTC 499 032) \_\_\_\_\_

1-byte Numeric Special Mailing  
 Condition Codes shown below \_\_\_\_\_

40-byte (maximum) Street number and name \_\_\_\_\_

20-byte (maximum) City \_\_\_\_\_

19-byte (maximum) State or Country \_\_\_\_\_

ZIP Code \_\_\_\_\_

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## SPECIAL MAILING CONDITION CODES:

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
0	No special condition	4	Being processed due to criminal status
1	VIP special handling	5	Territories
2	Foreign address (does not include APO/FPO)	6	APO/FPO addresses
3	Deceased, pending final action	7	CMC (MMSR) USE ONLY

- b. When home address is in an overseas area (does not include APO/FPO).

TTC 499 026 \_\_\_\_\_ HOME ADDRESS \_\_\_\_ / 2 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |

8-byte DOA (YYYYMMDD) (required) \_\_\_\_\_ ↑

1-byte Address Validation Flag \_\_\_\_\_ ↑

A '2' will always be used for special mailing condition \_\_\_\_\_ ↑

40-byte (maximum) Street number and name \_\_\_\_\_ ↑

20-byte (maximum) City \_\_\_\_\_ ↑

19-byte (maximum) State or Country \_\_\_\_\_ ↑

ZIP Code \_\_\_\_\_ ↑

**NOTE:** These statements are not optional and will be reported on all Marines. The action date is the date of validation of the address (i.e., via audit, notification in person, contact with a recruiter, postmark on a change of address card, etc.)

2. For foreign address, omit last comma/ZIP Code. Refer to <http://hydra.gsa.gov/glc/> for Geographical Location state codes. For territories use the following: American Samoa 'AS', GUAM 'GU', PUERTO RICO 'RQ', Trust Territories of the Pacific Islands 'TT', Virginia Islands 'VI', and Northern Mariana Island 'GM', otherwise spell out the territory name (up to 19-bytes maximum). Commas are not counted for the maximum number of characters that may be reported; however, blank spaces are counted.

TTC 499 032 ADDR VAL \_\_\_\_\_ |

1-byte code from below \_\_\_\_\_ ↑

## ADDRESS VALIDATION FLAGS:

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
C	Correspondence	S	Screening questionnaire
I	IRS	T	Telephone call
R	Record Book	Z	ZIP Code update

3. Marines have the option of using the Employee/Member Self Service (E/MSS) <http://www.dfas.mil/emss/>. Marines can change their home address via the Internet or an Interactive Voice Response System (IVRS). Once the Marine has successfully updated their home address, MCTFS will provide an advisory message to notify the reporting command: "MCTFS RECORD UPDATED BY INDIVIDUAL MARINE USING E/MSS".

4. Ensure the accuracy of the ZIP Code when reporting. Correct ZIP codes are a key element in the manpower mobilization process. When a ZIP code is not found in the MCTFS tables the transaction will fail with an error code. When transactions fail and the ZIP code has been

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determined to be correct, take the following action:

a. Submit a request for a ZIP code update to your local MISSO with the following information:

- (1) Name.
- (2) SSN.
- (3) Address to include ZIP Code.
- (4) RUC.
- (5) The closest I-I to the Marine's home address (may not always be the unit to which assigned.)
- (6) The closest aviation unit to the Marine's home address (may not always be the unit to which assigned.)
- (7) Point of contact.

b. Upon notification from your local MISSO that the ZIP code has been added with an address status code of '1' (good address). Report as follows:

TTC 499 031                      \_\_\_\_\_ ADDR STAT \_\_\_\_\_ MAIL COND \_\_\_\_\_ |  
 8-byte DOA (YYYYMMDD) \_\_\_\_\_ ↑                      ↑                      ↑  
 Address Status (shown below) \_\_\_\_\_  
 Special Mailing Condition Code \_\_\_\_\_  
 (See above)

## ADDRESS STATUS CODES:

<u>CODE</u>	<u>DESCRIPTION</u>
0	Address not required
1	Good address
2	Questionable address being researched
3	Bad address on record

50305. DRAS CHECK MAILING ADDRESS (TTC 780).

When a retired Marine changes his/her bank account, RUC's 548XX, 88870, 88871 or 88872 may update the 937 remark by reporting the following:

TTC 780 000 CHECK ADDR RTN \_\_\_\_\_ ACCT NO \_\_\_\_\_ TYPE ACCT \_\_\_\_\_ |  
 9-byte routing number \_\_\_\_\_ ↑                      ↑                      ↑  
 17-byte account number \_\_\_\_\_  
 1-byte Category Code  
 ('C' or 'S' only) \_\_\_\_\_

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## Section 4: LOCATION

### 50400. INTRODUCTION.

1. The different categories of location are those items such as Individual Location, Geographical Location Code, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
*002 000 ARR INDIV LOC _ _ _	REG	N	N
135 000 INDIV LOC _ _ _	HQ REG	N	N
416 000 AGLC _ _ _	HQ	N	N
421 000 GLC _ _	HQ	N	N
421 001 FGLC _ _	HQ	N	N
424 000 AGLC _ _ _ EDA _ _ _ _	HQ	N	N

**\*NOTE:** TTC 002 000 is located in Chapter 9, Section 10.

### 50401. INDIVIDUAL LOCATION (TTC 135).

1. Individual location is the actual unclassified physical duty location of the Marine. It is reported as county/state/city code or as a geo-location code as appropriate.

2. For those Marine's awaiting the disposition of PEB proceedings in a state with a residency requirement for state tax withholding (California, Idaho, Pennsylvania), an Individual Location Code must be reported to permit an automatic monthly deduction of state tax.

3. A join entry will automatically change the individual location of the Marine to reflect the location of the RU MCC if the location is unclassified. In the event a Marine's location is different from that of the unit, the unclassified location of that Marine must be reported using the following statement:

```

TTC 135 000          INDIV LOC _ _ _ |
                        ^   ^   ^
3-byte county code   _ _ _ |
(or foreign country numeric code)
2-byte numeric state code _ _ |
(or foreign country alpha code)
4-byte city code    _ _ _ _ |
  
```

4. Report all Changes of location which are expected to be permanent or to exceed 30 days in duration.

5. Report individual location when reporting a Marine Home Awaiting PEB.

6. To report individual location, the UD entry must show a nine character location code as indicated below:

a. To report a location within one of the 50 States, the entry must show the location as a nine character county/state/city code. The first three characters will represent the county, the next two represent the state and the last four represent the city.

b. If the location is outside the 50 States, the entry must show the location as a nine character code. The first three characters will be the country numeric code, the next two

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will be the country alpha code and the last four will be the city code.

c. When the individual location is CLASSIFIED, the UD remark will report "000ZZ0000" in lieu of a nine character code.

7. When the location is unknown, or the code is unknown, the unknown portion of the nine character code will be zeros. For example, if the state is known, but the county is not known, the first three characters of the code representing the county would be shown as zeros (000) followed by a two character state code, and the four byte city code. The unit will determine the county code and report the complete nine character code as soon as possible.

50402. ARMED GEO-LOCATION CODE (TTC 416/424). (AGLC) AND ADVANCED GEO-LOCATION ESTIMATED DATE OF ARRIVAL (AGLC-EDA)

This data element identifies the future geographic area which a Marine is projected to be assigned upon completion of a dependents restricted tour. An AGLC may be reported at the time orders are issued to a dependents restricted assignment. Under normal conditions, upon transfer from the restricted assignment, the Advanced Geo-Location Code becomes the Geo-Location Code, and the AGLC field is set to blank. This element is used in conjunction with Dependents Geo-Location Code for DoD personnel turbulence reporting requirements. The AGLC appears on the BIR as an information item, not subject to field change. AGLC is reported when the Marine is expected to transfer to a new geographical area. EDA may also be reported. The following statements are used to change AGLC or AGLC-EDA:

TTC 416 000                      AGLC                      | (CMC (MMAO/MMEA/RAM) )

3-byte Code \_\_\_\_\_

TTC 424 000	AGLC	EDA
-------------	------	-----

3-byte Code\_\_\_\_\_

6-byte ED (YYYYMM)

If the AGLC is reported as three zeros  
report the EDA as six zeros

50403. FUTURE GEOGRAPHICAL LOCATION CODE (FGLC) (TTC 421 001).

The FGLC identifies the intended geographic area in which a Marine will be transferred. The FGLC consist of the first three bytes if the Zip code or a three-byte pseudo Zip code.


TTC 421 001 FGLC | (CMC (MMAO/MMEA/RAM) )

3-byte future GLC 

50404. GEO-LOCATION CODE (GLC) (TTC 421 000).

The GLC identifies the present geographic area in which a Marine is stationed for a purpose of determining how long a Marine has been stationed in that area. GLC is associated with Geo-Location Date Current Tour Began (GEO DCTB). The purpose of this element is to minimize costs by optimizing reassignment and PCS moves within a geographic area. The GLC will be initially generated and posted to the record upon processing a chargeable join entry. Upon receipt and acceptance of a chargeable join, a GLC will be assigned from look-up tables (table 08), based on the MCC reported in the join statement. This table is associated with MCC and the corresponding first three bytes of a postal Zip code or in some cases a pseudo Zip code. Pseudo Zip codes are also assigned within table 09. The GLC appears on the BIR as an information item not subject to field change.

TTC 421 000 GLC | (CMC (MMAO/MMEA/RAM) )

3-byte location code 



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## Section 5: MEMBER DATES

### 50500. INTRODUCTION.

1. The Dates Member Section contains items such as Pay Entry Base Date (PEBD), Date of Appointment or Enlistment, Current Active Duty Base Date (CADBD) Expiration of Active Service (EAS) and Expiration of Obligated Service (EOS), Date Joined Unit and Date Joined Reserve Unit, Last Tour Combat Date, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
063 000 PEBD_____	HQ REG RES	N	N
064 000 ORIG ENTRY_____	HQ REG RES	N	N
070 000 DATE OF APPOINTMENT OR ENLISTMENT_____	HQ REG RES	N	N
071 000 OVERSEAS CONTROL DATE_____	HQ REG	N	N
074 000 CURR TOUR BEGAN_____	HQ REG	N	N
078 001 EOS_____	HQ REG RES	N	N
079 000 CURR ACDU_____	HQ REG	N	N
085 000 ACDU BASE DATE_____	HQ REG	N	N
094 000 DATE JOINED UNIT_____	HQ REG RES	N	N
094 001 DATE JOINED RESERVE UNIT_____	HQ RES	N	N
120 001 LASTTOUR CBT_____	HQ REG RES	N	N
120 002 LASTTOUR CBT NONE	HQ REG RES	N	N
198 000 RTD_____	HQ REG	N	N
405 000 AMCC_____EDA_____	HQ	N	N
410 000 IMCC_____EDA_____	HQ	N	N
420 000 GEO DCTB_____	HQ	N	N
420 001 FGEO DCTB_____	HQ	N	N

### 50501. PAY ENTRY BASE DATE (PEBD) (TTC 063).

1. The Marine's basic pay varies with the number of years service. Computation of creditable service provides a basic date for use in determining the date when the Marine is entitled to increased basic pay. This basic date is the PEBD. DoDFMR provides information about service which is creditable for pay purposes and how to compute a PEBD.

2. The PEBD for officers is established by CMC when the officer is appointed or reappointed. It is recorded on the Appointment Acceptance and Record. Discrepancies concerning the PEBD for officers while attending The Basic School (TBS) will be directed to the CMC (MMOA) for resolution. After attending TBS, all PEBD discrepancies will be forwarded to the CMC (MMSB-10) for resolution.

3. Enlisted Marines will have a PEBD established at the time of entry into the Marine Corps. The PEBD will be recorded on the application for enlistment or record of induction. Report changes or corrections to PEBD as follows:

TTC 063 000                      PEBD\_\_\_\_\_|HIST:\_\_\_\_\_|

8-byte ED (YYYYMMDD)\_\_\_\_\_↑

Reason for PEBD change\_\_\_\_\_↑

4. HQMC may issue authority to RU's to correct an erroneous or incomplete appointment acceptance and enlistment contract/application for enlistment or record of induction. Based on the information furnished, the PEBD must be recomputed and reported on the UD.

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5. The PEBD is normally changed upon determination of time lost. The PEBD will automatically be adjusted to reflect the time lost when the periods of lost time are reported per Chapter 7 Section 4. Ensure a HISTORY statement is reported stating the reason for the PEBD change.

50502. DATE OF ORIGINAL ENTRY ARMED FORCES (DEAF) (TTC 064).

1. This date normally is entered automatically into the MCTFS during the accession process as the date an individual Marine was first appointed or enlisted into any Armed Forces Component. The DEAF includes enlistment into the DEP, entrance as a cadet or midshipman at a U.S. Service academy and enlistment as a reservist in the Senior ROTC Program. This entry is of particular importance due to recent changes in retirement plans. Those members who entered service on or before 7 Sep. 1980 are eligible for the "High 1" retirement plan; those who entered between 8 Sep. 1980 and 31 July 1986 are eligible for the "High 3" retirement plan; and those Marines who entered service 1 Aug. 1986 or later must be counseled on their eligibility for the "Choice" retirement plan, which involves the election of a bonus payment. Please refer to PAA 12-00 for further information regarding the retirement plans and counseling requirements.

2. If the date recorded in MCTFS is incorrect, report as follows:

TTC 064 000            ORIG ENTRY \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

50503. DATE OF APPOINTMENT OR ENLISTMENT (TTC 070).

1. The date of appointment is shown on the appointment acceptance record. The date of enlistment (DOE) is the date of current enlistment, reenlistment, or induction and is on the enlistment contract or record of induction. When the date of appointment or the date of enlistment is incorrect (as indicated by the TBIR), report as follows:

TTC 070 000            DATE OF APPOINTMENT OR ENLISTMENT \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

2. If the date of appointment is believed to be incorrect on the appointment acceptance record, contact CMC (MRRO-5) of the suspected discrepancy. If the date of enlistment is incorrect on the enlistment contract or record of induction, correct the document and contact CMC (MMSB-10) concerning the suspected discrepancy.

50504. OVERSEAS CONTROL DATE (OCD) (TTC 071).

The OCD is assigned or updated based upon the completion of an overseas tour of duty (excluding Hawaii or Alaska), regardless of whether the Marine is single or married or whether dependents were or were not actually located at the overseas location. Report as follows:

TTC 071 000            OVERSEAS CONTROL DATE \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

50505. DATE CURRENT TOUR BEGAN (DCTB) (TTC 074).

1. The DCTB is the commencement date of the current tour at the Marine's present monitored command. The tour relates to the monitored command, and not to a specific RU. Reassignment between RU's of the same monitored command normally will not cause a change in this date. See below examples for clarification:

a. A Marine joins an overseas duty station from another overseas duty station **involving a change of MCC** and has not completed an overseas tour of duty. The date of joining the first overseas duty station was 19980111. The date of joining the second overseas duty station is 19980520. Since the MCC changed, the DCTB would be the date of joining the second

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overseas duty station; for example, 19980520. Normally, the date current tour began would automatically generate from the joining date and need not be reported on the UD.

b. A Marine joins an overseas duty station from another overseas duty station **within the same MCC** and has not completed an overseas tour of duty. The date of joining the first overseas duty station was 19971120. The date of joining the second overseas duty station is 19980213. Since the MCC did not change, the DCTB would be the date of joining the first overseas duty station, for example 19971120.

c. A Marine joins an overseas duty station and then is transferred to another RU at the **same** installation with a different MCC, and has not completed an overseas tour of duty. The DCTB would remain the same as before the transfer.

d. A Marine joins an overseas duty station and then is transferred to another RU at a **different installation on the same island** with a different MCC, and has not completed an overseas tour of duty. The DCTB would remain the same as before the transfer.

e. A Marine joins a different MCC and reporting unit due to Permanent Change of Assignment (PCA) orders that do not involve a change in GEO Location, then report CURR TOUR BEGAN as part of the join entry.

2. Requirements for reporting DCTB are summarized in Table 5-1. Report as follows:

TTC 074 000                      CURR TOUR BEGAN \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

50506. EXPIRATION OF OBLIGATED SERVICE (EOS) (TTC 078).

1. The EOS is the termination date of the obligation under the term of the Military Selective Service (MSS) Act. Determination of the EOS for male Marines is based on the date of initial entry and the age of the Marine at the time of entry as shown in Table 5-2. Female Marines initially entering the service after 31 January 1978 incur a 6-year obligation as shown in Table 5-3. Female Marines whose initial date of entry into the service was prior to 1 February 1978 do not have an EOS.

2. The MSO (statutory) is not considered terminated upon discharge or other separation for the purpose of immediate entry or reentry in:

a. The same or any other component of the Armed Forces.

b. The same or any other status.

c. An officer's training program in which the Marine has a military status. Additional service performed after such discharge or other type of separation will be counted toward fulfillment of such obligation. Attendance at a service academy or as a participant in an ROTC scholarship program is not considered having military status for the purposes of completing an MSO. When completing consider the following:

(1) Officers who were appointed after completion of an ROTC Scholarship and appointed under 10 USC 2107(d) or after completion of a service academy (USNA, etc.) and appointed under 10 USC 403, 603, or 903 on or after 1 Jun 1984 incur an 8-year MSO upon appointment. Their EOS will be computed from the date the officer accepted his/her first commission (AFC) without regard to prior enlisted service.

(2) Officers appointed after completion of ROTC Advanced Training (non-scholarship program) under 10 USC 2106, shall have an EOS computed from the AFC date minus any prior enlisted service.

3. If the Marine is ordered to involuntary AD for unsatisfactory participation in a USMCR program, the expiration date of such involuntary AD will be reported as the EOS date if that date is later than the initial obligation. The adjustment of the EOS due to time lost will be automatically computed upon acceptance of the time lost statement shown in Chapter 7

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Section 4. The adjusted EOS date will then appear on the DFR.

4. To change the EOS, report as follows:

TTC 078 001            EOS \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

**NOTE:** The EOS is retained in the record even after it has expired. **Do not change to zeros.** The EOS is not adjusted for lost time which occurs after expiration of the EOS date.

50507. CURRENT ACTIVE DUTY BEGAN DATE (CADBD) (TTC 079).

This date is recorded automatically as part of the accession process. It is not subject to change as long as the Marine is on continuous AD. Report as follows:

TTC 079 000            CURR ACDU \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

50508. ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD) (TTC 085).

1. This date is a constructive date computed from active service performed in any branch of the Armed Forces, as modified by time lost or periods not creditable as active Federal service. When making this computation, refer to the DoDFMR.

2. For enlisted Marines, periods of creditable active Federal service can normally be obtained from the enlistment contract/application for enlistment. For officers, it will be necessary to view other supporting documents (i.e., DD Forms 214, orders, etc.) in addition to the Appointment Acceptance and Record. Service listed on the Appointment Acceptance and Record reflects entire periods served in specific components, i.e., USMC, USMCR(C), USMCR(J), USMCR(K), without regard to individual periods served on AD/TAD/ADT. The ACDU BASE DATE for enlisted Marines is computed from this information and entered at the time the Marine is accessed into the MCTFS. In the case of officers reporting to their first duty station, it is the responsibility of the RU to ensure that the ACDU BASE DATE is computed and reported on the UD as part of the JOIN entry for the officer concerned.

3. Calculation of the AFADBD is automated in MCTFS for all Reserve Marines on AD (who have a retirement history established) whenever TTC's 022 (INIT JOIN), 085 (AFADBD), 915 (HISTORY CREDIT), 916 (CURRCRET/PRYRCRET), 917 (ADJUST ACTIVE DUTY POINTS (i.e., PD/NPD)), 919 (ADJUST HISTORY INACTIVE DUTY POINTS (for example, PD/NPD/CORR)), 921 (ADJUSTING TOTAL SAT YRS), or 922 (CRCR CERTDATE) are processed. **The automatic calculation of the AFADBD can only be adjusted by correcting the Marine's CRCR and subsequently reporting the CRCR CERT DATE.**

4. To change ACDU Base Date report as follows:

TTC 085 000            ACDU BASE DATE \_\_\_\_\_ |  
8-byte date (YYYYMMDD) \_\_\_\_\_ ↑

**NOTE:** When time lost is reported per Chapter 7 Section 4, the system will adjust this date. When time lost is reported, a new ACDU BASE DATE **must** be reported.

50509. DATE JOINED UNIT (TTC 094 000/001).

The Present Unit Join Date and/or the Reserve Unit Join Date is established by join entries and is usually correct. If incorrect, report as follows:

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TTC 094 000                      DATE JOINED UNIT \_\_\_\_\_ | (Active)

Date Joined Unit (8-byte date (YYYYMMDD))

Or

TTC 094 001                      DATE JOINED RESERVE UNIT \_\_\_\_\_ | (Reserve)

Date Joined Reserve Unit (8-bytes date (YYYYMMDD))

50510. DATE LAST TOUR COMBAT (TTC 120).

1. The date LASTTOUR CBT shall be reported for the Marine who served for a specified time in an unaccompanied status with any unit in a combat area. Refer to DoDFMR for specification concerning combat.

2. The date LASTTOUR CBT will be reported by the Marine's parent RUC upon return from a combat area when the Marine:

a. Was transferred from an overseas assignment after serving 180 days or more in combat area.

b. Was transferred from a combat area after any period of time other than while TAD or as a result of the Marine's own request; for example, HUMS, EmergLv or SoleSurvSon. If returned as a result of own request and the Marine has spent more than 60 days, but less than 180 days, the next tour in a combat area will be reduced on a day-for-day basis.

3. The date to be reported as LASTTOUR CBT for Marines returning from a tour of duty in a combat area is:

a. For the Marine reporting to a command in the U.S. upon completion of tour, report the date of arrival in the U.S. minus any leave taken enroute.

b. For the Marine reporting to a command outside the U.S. upon completion of tour, report the date reported to the command minus any leave taken enroute.

c. For Sgts or below returned to the U.S. for discharge or RELACDU, the date to be reported is the DOA in the U.S. minus any leave taken enroute.

d. For the Marine returned to the U.S. as a **hospitalized battle casualty**, report the LASTTOUR CBT as 00000000. Upon release from the hospital to duty, report the date LASTTOUR CBT as the date of release from the hospital.

e. For the Marine returned to the U.S. as a **hospitalized nonbattle casualty**, report the LASTTOUR CBT as 00000000. Upon release from the hospital to duty, the following will apply:

(1) If found fit to perform duty in a combat area, and when crediting the period of hospitalization toward the tour, the Marine has not served the minimum period of time required to receive credit for a complete tour in a combat area, do not report a change to the date LASTTOUR CBT. This Marine will be returned to a combat area to complete the tour.

(2) If found not fit to perform duty in a combat area, and/or by crediting the period of hospitalization toward the tour, the Marine has completed the minimum period of time required to receive credit for a completed tour in a combat area. The date LASTTOUR CBT will be the date of release from the hospital.

f. When the Marine is involuntarily assigned to a unit outside of the combat area, except for hospitalization, prior to his completion of a normal tour, the date LASTTOUR CBT

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will be established as the date the Marine arrives at the new command minus leave taken en route.

g. If the Marine is reassigned from a combat area as a result of own request, and has spent more than 60 days, but less than 180 days, in the combat area, **do not report the LASTTOUR CBT**. This information will be used to reduce next tour in a combat area.

h. If a Marine is returned to the U.S. after completing a continuous period of TAD of 180 days or more in a combat area, the date LASTTOUR CBT will be reported as the DOA in the U.S. minus leave taken enroute. If the Marine returns to a command outside the U.S., the date LASTTOUR CBT will be the date returned to the command minus leave taken enroute.

i. If a Marine accrues a total of 365 or more days of TAD in a combat area, and each increment was 60 days or more, and was completed prior to the next tour outside the U.S., the date of LASTTOUR CBT will be the date that the Marine returns to the command upon completion of last period of TAD. Periods of TAD that occurred prior to the Marine's last tour in a combat area will not be considered when making this adjustment to date LASTTOUR CBT. Report as follows:

TTC 120 001                      LASTTOUR CBT \_\_\_\_\_  
8-byte ED (YYYYMMDD) \_\_\_\_\_

or

TTC 120 001 LASTTOUR CBT 00000000|

**NOTE:** Report ONLY for hospitalized personnel referred to in subparagraphs 50510.3d and 50510.3e:

TTC 120 002 LASTTOUR CBT NONE|

**NOTE:** Report ONLY for those personnel who have a date last tour combat in MCTFS but have **not** served in a combat area.

50511. ROTATION TOUR DATE (RTD) (TTC 198).

1. An RTD will be reported on the UD when the Marine is joined for a tour of duty specified in MCO P1300.8. An RTD is defined as the year, month, and day that the Marine is scheduled to return to the United States from:

a. A military installation or activity permanently located at a land station outside the United States, excluding Hawaii. The RTD normally is established by applying the standard tour length for the place at which the Marine is located to the date of departure from CONUS.

b. An FMF unit permanently located overseas. The RTD will not be reported on CONUS-based units assigned to the UDP while temporarily assigned overseas. The RTD will not be assigned to the UDP personnel in a FAP status to an overseas base or station unit.

c. Attache' duty.

d. Department of State guard duty.

e. A sea duty tour.

2. For personnel assigned to a tour of foreign duty or a sea duty tour, RTD is established according to the instructions in Table 5-4.

3. To establish RTD per Table 5-4, the following conditions apply when determining constructive travel time: (Refer to JFTR for more information.)

a. If Government transportation is used for travel outside CONUS and such travel is in

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the general direction of the overseas assignment, actual travel time will be deducted from the date of joining.

b. If non-Government transportation is used for travel outside CONUS to the overseas assignment, then constructive travel time will be computed as direct travel by air.

4. The RTD normally changes upon voluntary reassignment between overseas activities. However, under certain special programs authorized by the CMC, readjustment of RTD is not required, see Table 5-4.

5. If the Marine extended the tour in a combat area for at least 6 months and is authorized a 30-day special leave, RTD will be adjusted by adding the term of the extension, period of special leave, and travel time to the normal RTD. The adjusted RTD should be reported by UD at the time the extension is approved. An adjustment will be made upon return from leave if there is any difference between the estimated and actual time away from the command. Hospitalized non-battle casualties evacuated to the U.S. and immediately returned to their overseas duty station upon completion of the period of hospitalization will retain their original RTD. Report as follows:

TTC 198 000                      RTD \_\_\_\_\_  
8-byte ED (YYYYMMDD)                      ↑

50512. ADVANCED MONITORED COMMAND CODE/ESTIMATED DATE OF ARRIVAL (AMCC/EDA) (TTC 405).

This data element represents intended assignment for a Marine, to FMCC and is reported by CMC (MMOA, MMEA, RAM). The code and associated EDA in year-month format must be future dated beyond any advanced planning purposes up to 48 months in the future. Report as follows:

TTC 405 000                      AMCC \_\_\_\_\_ EDA \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM) )

3-byte MCC from \_\_\_\_\_ ↑                      ↑  
MCO P1080.20 or three  
zeros

6-byte year and month (YYYYMM) \_\_\_\_\_  
If AMCC is reported as  
zeros report the EDA as zeros

**NOTE:** If AMCC is zeros, EDA must be zeros.

50513. INTERMEDIATE MCC/INTERMEDIATE MCC EDA (IMCC EDA) (TTC 410).

1. The date elements IMCC EDA are identical in structure to the Present MCC. It represents the command to which a Marine is assigned for temporary duty incident to a PCS. The EDA reflects the date a Marine can be expected to arrive at an IMCC.

2. To understand the structure and meaning of IMCC, read the following: A Marine is to be transferred from the 2d MarDiv (MCC 122) to the 3d MarDiv (MCC 124) with a period of temporary duty at Armor School (MCC J26); **prior to transfer** from MCC 122, the Present MCC will be MCC 122, the IMCC will be MCC J26 and the FMCC will be MCC 124. **Upon transfer** MCC 122 will move to the Former MCC, MCC J26 will move to the Present MCC, the FMCC will remain MCC 124 and the IMCC will be '000'. **Upon transfer** from MCC J26, the MCTFS will act in normal fashion; MCC J26 becomes the Former MCC, MCC 124 becomes the Present MCC and the FMCC is '000'. Report as follows:

TTC 410 000                      IMCC \_\_\_\_\_ EDA \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM) )

3-byte MCC of  
the temporary duty command  
or zeros                      ↑                      ↑

8-byte ED (YYYYMMDD) of IMCC  
or zeros                      ↑                      ↑

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**NOTE:** If the IMCC is zeros, EDA must be zeros.

50514. GEO-LOCATION DATE CURRENT TOUR BEGAN (GEO DCTB) (TTC 420 000).

This date indicates the year, month, day a Marine first joined a unit within a given geographic area. (It will automatically generate a new geo-location code) Report as follows:

TTC 420 000      GEO DCTB \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

8-byte ED (YYYYMMDD)  
location tour began \_\_\_\_\_




50515. FUTURE GEO-LOCATION CURRENT TOUR BEGAN DATE (FGEO DCTB) (TTC 420 001).

This date indicates the projected year, month, day in which a Marine being transferred will commence a tour within a given geo-location. When associated with a geo-location code, it will define the projected period of time a Marine will serve in that geographical area.

TTC 420 001      FGEO DCTB \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

6-byte year and month (YYYYMM)  
of future DCTB \_\_\_\_\_





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TABLE 5-1--DATE CURRENT TOUR BEGAN (DCTB).

R U L E	A	B
	If the Marine is joining	then the date current tour began is
1	a different monitored command within CONUS on PCS	date of joining (Reassignment between MCC's within the same RU while serving on tours such as recruiting does not constitute a change).
2	a different RUC within the same MCC	date of original join at that MCC. (No MCTFS entry is required).
3	a different MCC and RU due to reassignment orders that do not involve a change in geo-location (Note).	date originally joined former unit
4	an overseas command from a CONUS duty station	date of departure from CONUS (If the Marine was in a leave status in an overseas area, constructive travel time is deducted from the date of joining to determine DCTB. <b>(NOTE)</b> )
5	a ship's detachment from another duty station	
6	an overseas duty station from another overseas duty station and is starting a new tour of duty	date of joining
7	an overseas duty station from another overseas duty station involving a change of MCC and has not completed overseas tour of duty	
8	an overseas duty station from another overseas duty station within the same MCC and has not completed overseas tour of duty	either the date of joining at the first overseas duty station or the date of departure from CONUS, as appropriate. <b>(NOTE)</b>
9	a ship's detachment upon reassignment from another ship's detachment	the date of joining by the first ship's detachment. <b>(NOTE)</b>

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TABLE 5-1 CONTINUED--DATE CURRENT TOUR BEGAN.

R U L E	A	B
	If the Marine is joining	then the date current tour began is
10	back into the former command after having been transferred for record purposes; for example, personnel returning to the original MCC after having been transferred while IHCA confined. (Applies also to personnel returned to original MCC upon failure to satisfactorily complete a service school.)	the date which was valid prior to the transfer. <b>(NOTE)</b>
11	the same recruit depot upon graduation with no intervening entry-level schooling	date of joining and must be reported as part of the join entry.

**NOTE:** When the DCTB is different from the date of joining, then report CURR TOUR BEGAN as part of the join entry.

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TABLE 5-2--EOS FOR MALE PERSONNEL.

\*\*Refer to DoDFMR for additional information

R U L E	A	B	C	D
	If date of original entry is	and original entry was by	and member's age at time of entry was	then expiration of obligated service is ( <b>NOTE 1</b> )
1	prior to 19 June 1951	appointment, induction, or enlistment in Regular or Reserve component of any branch of the Armed Forces	any eligible age	member does not have an EOS recorded. (Shown as "00000000" for verification/reporting purposes)
2	after 18 June 1951 and prior to 10 November 1979		26 or more years of age	
3	after 18 June 1951 and prior to 10 August 1955	enlistment in critical skills program (component Q)	less than 26 years age	8 years after the date of original entry or (DEAF)
4	after 9 August 1955 and prior to 1 August 1963		Less than 18 ½ years (component H)	
5		enlistment in 6-month training program	at least 18 ½ years less than 26 years (component K)	6 years after date of original entry or (DEAF)
6				
7		appointment, enlistment, or induction in Regular or Reserve component of an branch of the Armed Forces	less than 26 years of age	
8	on or after 1 Aug 1963 and prior to 1 Oct 1979			

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TABLE 5-2. CONTINUED--EOS FOR MALE PERSONNEL.				
R U L E	A	B	C	D
	If date of original entry is	and original entry was by	and member's age at time of entry was	then expiration of obligated service is ( <b>NOTE 1</b> )
9	NPS on or after 1 Oct 1979 and prior to 1 Jun 1984	appointment, enlistment, or induction in Regular or Reserve	any eligible age	6 years after date of original entry (DEAF) ( <b>NOTE 2</b> for exceptions)
10	NPS on or after 1 Jun 1984	component of any branch of the Armed Forces		8 years after date of original entry or (DEAF) ( <b>NOTES 3</b> and <b>4</b> )

**NOTE 1:** For reservists never enlisted in a Regular component the EOS will always be computed from the date of original entry armed forces (DEAF).

**NOTE 2:** For Non-prior Service, NPS enlistment/inductions in the DEP USMC, or another active component during this period, the date of original entry is computed from the **AFADBD** (date enlisted AD component). In this case, upon enlistment on AD the combined period of AD and **subsequent** reserve component service should equal EOS obligation.

**NOTE 3:** For NPS enlistment/induction in DEP USMC or another active component on or after 1 June 1984, the date of original entry is the **DEAF**.

**NOTE 4:** Officers appointed after completion of either a service academy or an ROTC Scholarship program incur an 8-year EOS computed from the AFC date without regard to prior service

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TABLE 5-3--EOS FOR FEMALE PERSONNEL.

R U L E	A	B	C	D
	If date of original entry is	and initial entry was by	and member's age at time of entry was	then expiration of obligated service is
1	prior to 1 Feb 1978	appointment, induction, or enlistment in Regular or Reserve component of any branch of the Armed Forces	any eligible age	(Marine does not have an EOS recorded) (shown as "00000000" for verification/reporting purposes.)
2	after 31 Jan 1978 and prior to 1 Oct 1979		26 or more years or age	

Refer to DoDFMR for additional information

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TABLE 5-4--ESTABLISHMENT OF RTD			
R U L E	A	B	C
	If the Marine	and	then determine the RTD by
1	joins overseas station where RTD is established	did not have delay en route in an overseas area prior to joining	adding tour length to date departed CONUS
2		had delay en route in an overseas area prior to joining	adding tour length to date joined adjusted for constructive traveltime
3		the EAS expires prior to completion of normal overseas tour (Sgts and below and all Reserve personnel)	establishing RTD to ensure Marines return to CONUS 10 days prior to EAS
4		was involuntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined adjusted to credit Marine for time served at prior overseas duty station.
5		was voluntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined.
6		if, at normal RTD, Marine is within 6 months of the EAS/retirement/transfer to the FMCR	involuntarily extending the Marine's tour to the EAS/retirement/transfer to the FMCR. <b>(NOTES 1-3)</b>

**NOTE 1:** Tour lengths will not be involuntarily extended if the Marine extends/re-enlists for a period of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new duty station.

**NOTE 2:** Marines may extend/reenlist at any time after arrival, but are encouraged to extend/reenlist at least 6 months prior to original RTD. Before an involuntary overseas extension is imposed, enlisted Marines will be given the opportunity to extend their enlistment, when otherwise eligible, by a time sufficient to increase remaining service to more than the minimum period indicated above. Officers will be afforded the opportunity to extend overseas tours or serve 1 year at a CONUS duty station prior to retirement/separation.

**NOTE 3:** Refer to MCO P1300.8 for additional instructions regarding involuntary extensions of overseas tours.

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TABLE 5-5 CONTINUED--ESTABLISHMENT OF RTD			
R U L E	A	B	C
	If the Marine is	and	then determine the RTD by
7	ordered to initial sea duty tour	The ship is in CONUS port at time of joining	adding tour length to date of joining.
8		The ship is not in CONUS port, and Marine did not have delay in an overseas area prior to joining.	Adding tour length to date departed CONUS.
9		The ship is not in CONUS port, and Marine had delay in an overseas area prior to joining	adding tour length to date joined adjusted for constructive travel time.
10		prior to expiration of tour Marine extends tour of duty	adding length of approved extension to current RTD.
11		after joining tour is interrupted by hospitalization or by awaiting transfer at a shore activity	reestablishing the original RTD.

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TABLE 5-5--CHANGES TO RTD.

R U L E	A	B	C
	If the Marine's RTD has been reported	and the Marine	then determine the new RTD by
1	after the Marine joined overseas station where the RTD is established	was due for early rotation due to the EAS, reenlists, or extends; or in the case of Reserve officers approved extension of EAD, SWAG or augmented into Regular Marine Corps	adding tour length to date current tour began
2		is promoted to Sgt (does not apply to Reserve personnel), and at time of joining was due for early rotation due to the EAS	
3		is reduced to Cpl or below and at time of joining Marine was at the grade of Sgt or above and EAS was prior to established RTD	readjusting the RTD to ensure Marine's return to CONUS 10 days prior to EAS.
4		moves dependents to or acquires dependents at an unrestricted area, and converts to an accompanied by dependents tour	adding 36 months to the date the dependents were approved for command sponsorship.
5		dependents are evacuated to safe haven due to emergency conditions	adjust for percentage of tour already served. (See MCO P1300.8)
6		voluntarily extends overseas tour	adding length of extension to current RTD.



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TABLE 5-6 CONTINUED--CHANGES TO RTD.

R U L E	A	B	C
	If the Marine's RTD has been reported	and the Marine	then determine the new RTD by
7		is retained beyond the normal RTD due to confinement, IHCA, awaiting trial, or serving sentence court-martial and/or appeal by civil court. (NOTES 1 & 2)	adjusting RTD to reflect the date such action will be or expected to be completed.
8	after the Marine joined overseas station where the RTD is established	Loses time as defined in MCO P7220.31, except for those instances in rule 7 (NOTES 1 & 2)	adding period of lost time to the current RTD.
9		was involuntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined adjusted to credit Marine for time served at prior overseas duty station. (See MCO 1300.8.)
10		was voluntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined.
11		was performing TDY/TAD and/or leave in the U.S. in excess of 30 consecutive days. (NOTE 3)	adding leave and/or TDY/TAD in excess of 30 days to the current RTD. (See MCO 1300.8)
12		at the time of normal RTD is within 6 months of the EAS/retirement/transfer to the FMCR	involuntarily extending the Marine's tour to the EAS/retirement/transfer to the FMCR. (NOTES 4 & 5)

**NOTE 1:** See current Marine Corps directives governing overseas tours of duty.

**NOTE 2:** The RTD will not be adjusted for the Marine who loses time as a result of confinement, IHCA, awaiting trial by court-martial, or serving a court-martial sentence if the period of time lost does not exceed the current RTD. The exception to this being the RTD for first-term Marines assigned to Hawaii will be adjusted on a day-for-day basis regardless of the type of time lost. Refer to Chapter 7 Section 4 TIME LOST.

**NOTE 3:** Do not extend the RTD of those Marines who return after performing TDY/TAD in the U.S. in excess of 30 days when the purpose of that duty was Government/military business; for

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example, schools, TAD recruiter requirements, rifle team members, and conferences.

**NOTE 4:** Tour lengths will not be involuntarily extended if the Marine extends/reenlists for a period of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new duty station.

**NOTE 5:** Marines may extend/reenlist at any time after arrival, but are encouraged to extend/reenlist at least 6 months prior to original RTD. Before an involuntary overseas extension is imposed, enlisted Marines will be given the opportunity to extend their enlistment, when otherwise eligible, by a time sufficient to increase remaining service to more than the minimum period indicated above. Officers will be afforded the opportunity to extend overseas tours or serve 1 year at a CONUS duty station prior to retirement/separation. Refer to Chapter 10 SEPARATIONS.

**NOTE 6:** A Marine's RTD will not be extended for any period of hospitalization (including when located in CONUS; the term "hospitalization" includes authorized convalescent leave) and subsequent period of medical hold/observation (including when located in CONUS) which is directed by competent medical authority. Annual leave taken while in a medical hold/observation status will not affect this policy. Upon receipt of orders (directing return to an overseas duty station) or release from medical hold/observation, whichever is later, a period of 10 days is considered normally sufficient for the Marine to be returned to the overseas duty station. Any time beyond hospitalization, directed medical hold/observation, and the 10-day normal return transit will be added to the current RTD as an adjustment. Exception to the preceding is a Marine who has not been provided the opportunity to take at least 15 days CONUS leave (either annual or convalescent) during current overseas tour (including while in CONUS in hospitalized/medical hold status). That Marine may be authorized annual leave not to exceed 15 days prior to executing PCS orders directing return to an overseas duty station. That annual leave will not result in an RTD adjustment. (Refer to Chapter 7 Section 1 LEAVE INFORMATION).

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TABLE 5-6--REESTABLISH DEAF, PEBD, ECC, AND EOS DATES.

R U L E	A	B	C	D
	If the enlistment is the	and the	then	example
1	first enlistment in a Reserve component after 28 November 1989	Reserve Optional Enlistment Program (ROEP) enlisted under Component Code K4 (6x2), K8 (3x5), K9 (4x4), or B5 (5x3)	enlistee assumes a full 8-year obligation under 10 U.S.C.; contract date establishes DEAF. The contract date plus 8 years minus 1 day, establishes the ECC, and EOS. The PEBD is equal to date entered AD.	Signed contract on 920601 established: DEAF 19920601 PEBD 19920801 ECC 20000531 EOS 20000531
2	(Delayed Entry Program) first agreement to enlist in USMC enlistee signs agreement for poolee, until preservice investigation is completed, at which time enlistee signs a new USMC contract	Marine Corps met commitments of contract and the enlistee signed USMC contract, was assigned to AD as contracted, and is returning to the IRR to complete 8-year military obligation	the contract establishes the DEAF. The 1 <sup>st</sup> contract (USMC) date plus 8 years minus 1 day, establishes the EOS, The PEBD is equal to date entered AD.	1 <sup>st</sup> contract establishes: DEAF 19920601 Discharged 19920905  2d contract USMC (4Yr) Signed 19920906 Join ACDU 19920906 PEBD 19920906  ECC 20000531

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## Section 6: OFFICER DATES

### 50600. INTRODUCTION.

1. The various Officer Dates section contains items such as Active Naval Service Base Date, Military Pilot Designation Date, Date Accepted First Commission, Date of Rank First Commission Limited Duty Officer, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
036 000 OFF SVC __TO__	HQ REG	N	N
086 000 ACNAVSEVBASE _____	HQ	N	N
087 001 MIL PILOT DESIG _____	HQ RES	N	N
240 000 DATE AFC _____	HQ RES	N	N
241 000 DATE RFC _____	HQ RES	N	N
*242 000 DATE FLDO	HQ	N	N
*242 001 DATE FLDO _____	HQ	N	N
255 000 SERVICE DATE _____	HQ	N	N
296 001 ACDU OFFSERV BASE DATE ____	HQ REG RES	N	N
456 000 OPFLY BASE DATE _____	HQ REG RES	N	N

**\* not used**

### 50601. OFFICER SERVICE DATES (TTC 036).

Report this transaction for a Marine requesting retirement as an Limited Duty Officer (LDO) with no other previous officer service or previous Warrant Officer service. If an enlisted Marine requests retirement or transfer to the FMCR and is a former officer, inclusive dates of service as an officer must be reported. If the Marine requesting retirement is an LDO with temporary officer service (prior to acceptance of the LDO appointment) this transaction will be reported.

TTC 036 000 OFF SVC \_\_TO\_\_|

8-byte from date \_\_\_\_\_

8-byte to date \_\_\_\_\_

### 50602. ACTIVE NAVAL SERVICE BASE DATE (TTC 086).

The Active Service Base Date is a constructed date computed from active naval service performed as an officer, warrant officer, or enlisted person in the Marine Corps or Navy. The periods of creditable active naval and Marine Corps service are recorded on the Marine's enlistment contract/application and/or appointment acceptance record. The active naval service control date is computed from this information. This date is entered into MCTFS after appointment to an LDO grade. This date is the control date governing involuntary retirement upon completion of 30 years of active naval service for officers designated for limited duty. The control date should **not** be confused with the ARMED FORCES ACTIVE DUTY BASE DATE. Report as follows:

TTC 086 000 ACNAVSEVBASE \_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_

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50603. DATE DESIGNATED MILITARY PILOT/NAVAL FLIGHT OFFICER (TTC 087)

This is the date on which the Marine was first designated a naval aviator, naval flight officer or military pilot in any branch of the Armed Forces. Report as follows:

TTC 087 001 MIL PILOT DESIG \_\_\_\_\_ HIST: \_\_\_\_\_ | (CMC (MMOA))

8-byte ED (YYYYMMDD) \_\_\_\_\_

Enter the type of designation \_\_\_\_\_

50604. DATE ACCEPTED FIRST COMMISSION (AFC), (TTC 240).

A change or correction of this date will be made only when it is not in agreement with the Marine's initial appointment acceptance and record form or as authorized by the CMC (MROA). Report as follows:

TTC 240 000 DATE AFC \_\_\_\_\_ |

8-byte ED (YYYYMMDD) AFC \_\_\_\_\_

50605. DATE OF RANK FIRST COMMISSION (RFC), MARINE CORPS (TTC 241).

1. A change or correction of this date will be made only when it is not in agreement with the Marine's initial Appointment Acceptance and Record or as authorized by the CMC (MROA/MMPR). In the case of warrant officers being promoted to CW02, the change or correction is made by MMPR. Report as follows:

TTC 241 000 DATE RFC \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_

2. The periods of creditable active naval and Marine Corps service are recorded on the Marine's enlistment contract/application and/or Appointment Acceptance and Record. The active **naval** service control date is computed from this information. This date is entered into the MCTFS after appointment to an LDO grade. This date is the control date governing involuntary retirement upon completion of 30 years of active naval service for officers designated for limited duty. The control date should **not** be confused with the ARMED FORCES ACTIVE DUTY BASE DATE.

50606. SERVICE DATE (TTC 255).

All regular officers who have a service date with the exception of temporary officers, LDO's above the grade of captain, warrant officers, women officers and officers commissioned after 15 September 1981. Total commissioned service of a male officer of the Marine Corps who has served continuously on the active list since appointment in the grade of second lieutenant is computed from June 30th of the year in which the Marine accepted that appointment. Any officer who accepts a commission prior to June 30th is service dated as being of that year, or accepts one subsequent to June 30th is service-dated as being of the next year. Report as follows:

TTC 255 000 SERVICE DATE \_\_\_\_\_ |

8-byte year (YYYYMMDD) \_\_\_\_\_

50607. ACTIVE DUTY OFFICER SERVICE BASE DATE (TTC 296).

1. This will be the original date of acceptance for officers having continuous active status, but will be an adjusted date for those having broken officer service.

2. The Officer Service Base Date (OSBD) must be later than the Pay Entry Base Date (PEBD). This entry can only be reported by the CMC (MMOA-2), MATSG Pensacola, MATSG Corpus Christi, and MATSG, Meridian, MS.

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TTC 296 001 ACDU OFFSERV BASE DATE \_\_\_\_\_

8-byte date (YYYYMMDD) \_\_\_\_\_ ↑

50608. OPERATIONAL FLYING TIME BASE DATE (TTC 456).

This TTC will be used to report or correct the Operational Flying Time Base Date (OPFLY Base Date) and can only be reported by CMC (MMOA-2) MATSG Pensacola, MATSG Corpus Christi, and MATSG, Meridian, MS. This date will be the same as the Aviation Service Entry Date, except for those who began flight training before being commissioned. The OPFLY Base Date will be adjusted to exclude broken aviation service.

TTC 456 000 OPFLY BASE DATE \_\_\_\_\_ |

8-byte date (YYYYMMDD) \_\_\_\_\_ ↑

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## Section 7: DEPENDENT DATA

### 50700. INTRODUCTION.

1. The different categories of Dependent Data are items such as Adding/Losing a Dependent family member, Changing a Dependent family member's Location, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
088 000 DEPN ADD _____	HQ REG RES	Y	N
089 000 DEPN LOSS _____	HQ REG RES	N	N
090 000 DEPN LOC _____	HQ REG RES	N	N
091 000 DEPN LOC ALL _____	HQ REG RES	N	N
100 000 DEPN CERT/RECERT COMPL DATE _____	HQ	N	N
407 000 DDLB _____	HQ REG RES	N	N
417 000 DGLC _____	HQ REG RES	N	N

### 50701. FAMILY MEMBERS INFORMATION (TTC 088/089/090/091/417).

1. Family Member's information contained in the MCTFS includes the type of family member, DOB, present location, geographic location, and date geographic location began of the family member. The information is to be reported and kept current for all family members as defined in the DoDFMR, Vol 7A. Refer to MCO P1751.3 for requirements to qualify as a family member.

a. To add a family member, report the following statement:

TTC 088 000 DEPN ADD \_\_\_\_\_|

Relationship Code \_\_\_\_\_

from MCO P1080.20 \_\_\_\_\_

12-byte First Name \_\_\_\_\_

1-byte Middle Initial \_\_\_\_\_

20-byte Last Name \_\_\_\_\_  
(Report a 4-byte cadency code one space after last character in last name)

8-byte DOB (YYYYMMDD) \_\_\_\_\_

3-byte County Code \_\_\_\_\_  
(or foreign country numeric code)

3-byte numeric State Code \_\_\_\_\_  
(or foreign country alpha code)

4-byte City Code \_\_\_\_\_

8-byte ED of DEPN ADD (YYYYMMDDD) \_\_\_\_\_

**Note:** Use a HIST statement to report a location if the county/parish is unknown.

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- b. To report the loss of a dependent family member, report as follows:

TTC 089 000 DEPN LOSS \_\_\_\_\_|

Relationship Code \_\_\_\_\_  
 from MCO P1080.20  
 12-byte First Name \_\_\_\_\_  
 1-byte Middle Initial \_\_\_\_\_  
 20-byte Last Name \_\_\_\_\_  
 (Report a 4-byte cadency code one space  
 after the last character in the last name.)  
 8-byte DOB (YYYYMMDD) \_\_\_\_\_  
 1-byte Reason for Loss Code \_\_\_\_\_  
 8-byte ED of DEPN ADD (YYYYMMDD) \_\_\_\_\_

**NOTE:** CMC reports Reason for Loss codes M = Income over 50% and N = Fail to Recertify.

- c. Report the following statement to change a family member's location.

TTC 090 000 DEPN LOC \_\_\_\_\_|

Relationship Code \_\_\_\_\_  
 from MCO P1080.20  
 12-byte First Name \_\_\_\_\_  
 1-byte Middle Initial \_\_\_\_\_  
 20-byte Last Name \_\_\_\_\_  
 (Report a 4-byte cadency code one space  
 after the last character in the last name.)  
 8-byte DOB (YYYYMMDD) \_\_\_\_\_  
 3-byte County Code \_\_\_\_\_  
 (or foreign country numeric code)  
 3-byte Numeric State Code \_\_\_\_\_  
 (or foreign country Alpha code)  
 4-byte City Code \_\_\_\_\_

**Note:** Defense Eligibility Enrollment Reporting System (DEERS) information will match MCTFS.

2. Use the following statement when the new location is the same for all dependent family members:



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TTC 091 000                      DEPN LOC ALL    |HIST:    |

3-byte County Code                      ↑                      ↑                      ↑

(or foreign country numeric code)  
for new location

2-byte numeric state code                      ↑

(or foreign country alpha code)

4-byte City Code                      ↑

If code cannot be completely constructed  
use history statement                      ↑

a. The computer record can accommodate 10 dependents. If an 11th dependent is reported the entry will be rejected. Immediately following this entry on the Advisory Report will be five additional lines, each containing two dependent entries. An English description will follow the last entry. The individual Marine must determine if any of the dependents should be deleted. The following **EXAMPLE** is provided:

```
01  DEPN ADD LS (19710515) 16323
02  WO400307163023LS19910922163023
03  LS580615163023LD19920710163023
04  LD600522163023LS19930201163023
05  LD620704163023LD19890813163023
06  LD640909163023LS19880607163023
```

Advisory message, "CANNOT ACCEPT NEW DATA. MASTER RECORD CONTAINS MAXIMUM. REPORT DELETE AND RESUBMIT LATEST ADDITIONAL ONLY."

**NOTE:** The dependent information from the record does not contain spaces. The following is provided to aid the RU's in reading this information:

02 WO 19750307 163 0 23 LS 19920922 163 0 23

Relationship                      ↑                      ↑                      ↑                      ↑

Date of Birth                      ↑

Location (County)                      ↑

Zero will always appear between the county and state                      ↑

Location (State)                      ↑

b. Correcting dependent family member information.

(1) If a family member is not shown in the MCTFS record, report a DEPN ADD statement to add the dependent family member to the record.

(2) If a family member is shown in the MCTFS record, but is not a family member of the Marine, contact the local MISSO for assistance in removing the family member from the record.

(3) Dependents that are approved by CMC **must** be removed by CMC (RUC 548XX). This entry will delete the dependent family member from the dependent information in the MCTFS and build a new remark that will contain the dependent family member information and the effective date of the loss.

c. If the DEPENDENT TYPE or DOB is incorrect, report a DEL/ADD with a DEPN ADD statement. Report the family member information that is currently resident on the MCTFS record in the DEL portion of the statement. Report the correct family member information in the ADD portion of the statement. **Do not report a DEPN LOSS to correct erroneous family member information such as type or DOB.**

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50702. DATE DEPENDENTS LOCATION BEGAN (DDLB) (TTC 407).

The data element DDLB is the date that the Marine physically locates dependent family member who are entitled to transportation at Government expense in the same geographical area as the Marine's duty station or in any other geographical area which represents a change from the dependent family member's previous location. DDLB will be reported on the UD at the time the information becomes known to the RU. This date is used by personnel monitors at CMC (MMAO/MMEA) in conjunction with family member location data to manage the PCS budget. Use the following statement to report DDLB per Table 5-9:

TTC 407 000                      DDLB \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

50703. DEPENDENTS GEO-LOCATION CODE (DGLC) (TTC 417).

1. The data element identifies the geographic area to which the Marine's dependent family member are located. The first three bytes of the ZIP code for the area where the dependent family member are located will be reported as the DGLC. This element also identifies the location of family member's acquired through marriage, adoption, or other action during the course of a Marine's current tour of assigned duty. The DGLC is used in conjunction with the Marine's Advanced Geo-Location Code (AGLC) and Geo-Location Code (GLC) for DoD personnel turbulence reporting requirements. The DGLC appears on the BIR as an audit item, subject to field change. The DGLC is taken into consideration when determining the Marine's future assignment. Report as follows:

TTC 417 000                      DGLC \_\_\_\_\_ |  
First 3-bytes of the  
ZIP code for the area  
where the dependent family  
member is located \_\_\_\_\_ ↑

2. Reporting of family member's information is required upon:

a. Acquisition of a New or Additional Family member. This is reported when the dependency BAH application is approved by the local commander. Addition of dependent family member resulting from dependency determination by the CMC is reported by the CMC (MHP) at the time determination is made. A separate UD statement is required to report each family member.

b. Loss of a dependent family member. Loss of a family member could occur as a result of divorce, death, marriage of children, or children no longer qualifying as a family member because of their age. Loss of all dependent family members is reported per above. Dependent loss for family members which require dependency determination by the CMC (MHP-20) will be input by the CMC (MHP-20) from information provided by CO's as required by MCO P1751.3. The CMC (MHP-20) will report DEPN LOSS when annual dependency determination results in the loss of a parent, as well as, upon notification of dependent family member loss by unit commanders.

c. Change of dependent family members Location. A nine character code is used to indicate location. This code is used as follows:

(1) Locations within one of the 50 states are reported by using a nine-character county/state/city code. The first three characters represent county or parish, the next two represent the state code, and the last four represent the city, as shown in the reference. For example, Detroit, Michigan is in Wayne County. The code for Wayne County is 163. The code for Michigan is 26. The code for Detroit is 1260. The nine-character code to report location in Detroit, Michigan is 163261260.

(2) Locations outside the 50 states use geographical codes. The first three characters are always the numeric code and the next two characters are the geographical code as shown in the reference. For example: the code for Calcutta is 3000, India is IN. The

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nine character code to report Calcutta India is 455IN3000.

(3) When the location is classified, the UD remark will report 000ZZ0000 as the nine character code.

(4) When the dependent location or appropriate code is unknown, use zeros to complete the nine character code. For example, if the location is unknown, the code would be 000000000. If the state were known, but the county is not known, the first three characters would be 000, followed by a valid two character state code and the four byte city code if known, or zeros. Whenever location or code is unknown (and zeros are used), report the actual location or circumstances in a historical statement.

3. When reporting dependent family member information, it is necessary to positively identify the dependent family member. This is why it is necessary to report type of dependent, DOB and location. Type of dependent family member is reported by use of the appropriate abbreviation from MCO P1080.20.

70504. DEPENDENT CERTIFICATION (TTC 100).

1. Credit of BAH for dependent family members that cannot be approved by the Unit Commander under MCO P1751.3 must be Certified and reported by CMC (MHP-20). Once approved by CMC, see Chapter 8 to report appropriate BAH information.

<u>DEPENDENT CERTIFICATION CODE</u>	<u>DESCRIPTION</u>
0 (Zero)	None
B	Dependent Child
F	Father
L	Guardian who stood in Loco Parentis
M	Mother
5	Mother in Law
6	Father in Law
8	Ward Legal custody by Court Order
Y	Son or daughter over 21 years, Incapacitated or Full Time-Support

TTC 100 000		DEPN		CERT/RECERT		COMPL DATE		
1-byte dependent certification code			↑					↑
8-byte ED (YYYYMMDD) member certified/re-certified								

**NOTE 1:** Entitlement to BAH for Father, Mother, Mother-In-Law, Father-In-Law, Son or Daughter (over 21 years, incapacitated or full-time student), LOCO Parentis (Mother, Father or Guardian) and Ward (female or male) may only be reported by CMC.

**NOTE 2:** When a change, add, or delete dependent family member statement attempts is illogical; for example, deletion of a dependent family member not present on the CMF or the addition of an 11th dependent family member, the statement will fail. After analysis of the dependent family member information contained on the CMF, the appropriate change must be resubmitted.

2. Correction of erroneous information in the MCTFS record:

a. If a dependent family member is not shown in the MCTFS record, report a DEPN ADD statement to add the dependent family member to the record.

b. If a dependent family member is shown in the MCTFS record, but is not a dependent of the Marine, report a DEPN LOSS statement to remove the dependent family member from the record.

c. If either dependent TYPE or DOB is incorrect, take the following action to remove the erroneous information and enter the correct information:

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(1) Report the appropriate DEPN LOSS statement. ALWAYS PRECEDE THE DEPN LOSS STATEMENT WITH AN ACTION DATE THAT IS EARLIER THAN THE UD DATE. For example, if the date of the UD is 20001002, the action date for the DEPN LOSS statement must be 20001001 or earlier.

(2) Report a DEPN ADD statement to reenter the dependent family member with the correct information.

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TABLE 5-7--DATE DEPENDENTS LOCATION BEGAN (DDLB) .

R U L E	A	B	C	D
	If the Marine is an	and	then	TTC
1	initial join for recruit training	has no dependents	the Marine will not have a DDLB	
2		has dependents	the DDLB will be one day after the join date at the Marine's first duty station after recruit training and schooling	
3	AD member	acquires a dependent for the first time	the DDLB will be the date the dependent was acquired	
4		moves dependents at Government	the DDLB will be the date the dependents arrived at the new location	
5		acquires or relocates a spouse on AD in the U.S. Armed Forces	the Marine will not have a DDLB if no other dependents are involved	
6		loses the eligible dependent; for example, death or divorce	report DDLB 000000	407 000

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## Section 8: TEST SCORES

### 50800. INTRODUCTION.

1. The different categories of Test Scores are Armed Forces Qualification Test, General Classification Test, Defense Language Aptitude Battery Test, Aptitude Radio Code Test, Armed Services Vocational Aptitude Battery Test, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
202 003 AFQT ASVAB ____ PCT ____	HQ	N	N
204 003 GCT TOTAL ____RV____AC____AR____PA____	HQ	N	N
204 004 GCT DELETE TDATE ____	HQ	N	N
210 001 EDPT SCORE ____	HQ	N	N
213 000 DLAB ____TEST DATE ____	HQ	N	N
214 002 EDPT DELETE	HQ	N	N
222 001 ARC ____TEST DATE ____	HQ	N	N
232 000 ARC DELETE ____	HQ	N	N
264 000 ADAPT TEST FORM ____TOT____ACH____DEPADJFAK ____	HQ	N	N
271 000 ASVAB ____GSARWKPC____NOCSASMK____MCEI ____	HQ	N	N
271 001 ASVAB5V HS GINOADWK ____ARSPMKEI____MCGSSIAI ____	HQ	N	N
271 002 AT 6/7 GINOADWK ____ARSPMKEI____MCGSSIAI____CMCACECC ____	HQ	N	N
271 003 ASVAB8 MEPS GSARWKPC ____NOCSASMK____MCEI ____	HQ	N	N
271 004 CASVAB 01C GSARWKPC ____NOCSASMK____MCEIGTMM____CLEL ____	HQ	N	N
271 005 CASVAB 02C GSARWKPC ____NOCSASMK____MCEIGTMM____CLEL ____	HQ	N	N
271 006 AFCT RETEST GSARWKPC ____NOCSASMK____MCEI ____	HQ	N	N
271 007 AFCT DELETE TDATE ____	HQ	N	N
271 008 ASVAB 10 MCRD ARWKCMC ____NO ____	HQ	N	N

### 50801. ARMED FORCES QUALIFICATIONS TEST (AFQT) (TTC 202).

This transaction is reported to update the AFQT Form Number, AFQT Score fields, and is reported by RUC's 54803, 32093 and 34030. Report as follows:

TTC 202 003 AFQT ASVAB \_\_\_\_ PCT \_\_\_\_|

3-byte  
form number →

2-byte percentile →

### 50802. GENERAL CLASSIFICATION TEST (GCT) (TTC 204).

Administration of the GCT is limited to commissioned and warrant officers only. Report as follows:

TTC 204 003 \_\_\_\_GCT TOTAL\_\_\_\_RV\_\_\_\_AC\_\_\_\_AR\_\_\_\_PA\_\_\_\_|

8-byte ED (YYYYMMDD)  
Date of test →

3-byte "standard" score, if less  
than 100 precede with a '0' (zero) →

**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01 (for **EXAMPLE**, 20000801).

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TTC 204 004            GCT DELETE TDATE\_\_\_\_\_ |

8-byte ED (YYYYMMDD) of test \_\_\_\_\_ ↑

50803. DEFENSE LANGUAGE APTITUDE BATTERY (DLAB) (TTC 213).

1. The DLAB is designed to identify individuals having an ability to learn a foreign language. Report as follows:

TTC 213 000                            DLAB\_\_\_\_\_ TEST DATE\_\_\_\_\_ |

3-byte "standard" test  
score, if less than 10,  
precede with '00' (two zeros) \_\_\_\_\_ ↑  
8-byte ED (YYYYMMDD)  
(Date of test) \_\_\_\_\_ ↑

2. To delete DLAB scores report the following:

TTC 213 000            DLAB 000 TEST DATE\_\_\_\_\_ |

Enter zeros to  
delete score \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of test \_\_\_\_\_ ↑

**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01, for **EXAMPLE**, 200008**01**.

50804. ARMY RADIO CODE (ARC) (TTC 222/232).

1. The ARC is designed to measure aural abilities and sound recall. Report as follows:

TTC 222 001            ARC\_\_\_\_\_ TEST DATE\_\_\_\_\_ |

3-byte test score, if less  
than 100 precede with a  
zero \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of test \_\_\_\_\_ ↑

2. To delete ARC report as follows:

TTC 232 000            ARC DELETE\_\_\_\_\_ |

8-byte DOA (YYYYMMDD) \_\_\_\_\_ ↑

50805. TEST DATA

1. If any classification/language test information is missing or incomplete, forward corrective action to the CMC (MA) a certified true copy of the following source document: Classification Tests - DD Form 1966/1; Language Tests - DA Form 330. If these are not available, verify classification/language scores within CICS. Refer to MCO 1230.5 for specific guidance.

2. Accurate classification testing information within the MCTFS is imperative, since classification test scores are a vital prerequisite for reenlistment, lateral moves, commissioning programs, etc. Test scores must be resident in the MCTFS to be considered "Official Scores of Record". In order to be used for classification and assignment purposes. No action can be taken on AA tests, ACB61, or GCT (enlisted) scores which were used prior to inception of the ASVAB.

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50806. ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) (ENLISTED ONLY) (TTC 271).

1. On 1 October 1984, the ASVAB was replaced by the Armed Forces Classification Test (AFCT) (i.e., General Technical (GT), Electronics (EL), Mechanical Maintenance (MM), Clerical (CL) for in-service re-testing). Both the ASVAB and AFCT scores are resident in the MCTFS record and are input and maintained by CMC (Code MA).

2. ASVAB/AFCT scores will be reported on the following occasions:

- Upon reenlistment following separation from AD if separation is not in excess of 180 days.
- Upon reestablishment of a missing record from the MCTFS data base.
- Upon reconciliation of existing test score discrepancies.
- Retest.

3. To report "RAW" ASVAB 8/9/10/11/12/13/14/15/16/17/18/19/20/21/22 report as follows:

TTC 271 000                      ASVAB \_\_\_\_\_ GSARWKPC \_\_\_\_\_ NOCSASMK \_\_\_\_\_ MCEI \_\_\_\_\_ |

8-byte ED (YYYYMMDD) of test \_\_\_\_\_ ↑

3-byte A/N test type. Only valid  
test types shown:  
8A, 8B, 9A, 9B, 10A, 10B, 10X, 10Y, 11A,  
11B, 11F, 11G, 12A, 12B, 12F, 12G,  
13A, 13B, 13C, 13F, 13G, 15A,  
15B, 15C, 15E, 15F, 15G, 15H, 16A, 16B,  
16F, 16G, 17A, 17B, 17F, 17G, 18A,  
18B, 18C, 18F, 18G, 18H, 19A, 19B, 19F,  
19G, 20A, 20B, 21A, 21B, 22A, 22B \_\_\_\_\_ ↑

8-byte "RAW" test score in the sequence of test  
taken. If less than 10 precede with '0' (zero). \_\_\_\_\_ ↑

4-byte "RAW" test score in the sequence of test taken.  
If less than 10 precede with '0' (zero). (i.e., 8 will be  
reported as 08) \_\_\_\_\_ ↑

**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01.

4. To report **RAW** AFCT scores report the following:

TTC 271 006                      AFCT RETEST GSARWKPC \_\_\_\_\_ NOCSASMK \_\_\_\_\_ MCEI \_\_\_\_\_ |

8-byte ED (YYYYMMDD)  
of test \_\_\_\_\_ ↑

3-byte A/N test type \_\_\_\_\_ ↑

8-byte "RAW" test score in the sequence of test  
taken. If less than 10 precede with zero.  
(i.e., 8 will be reported as 08) \_\_\_\_\_ ↑

4-byte "RAW" test score in the sequence of test taken.  
If less than 10 precede with zero. \_\_\_\_\_ ↑



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5. To delete AFCT scores report as follows:

TTC 271 007 AFCT DELETE TDATE \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) of test \_\_\_\_\_

a. To enter CAT-ASVAB scores report as follows:

TTC 271 001 ASVAB5V HS GINOADWK \_\_\_\_\_ ARSPMKEI \_\_\_\_\_ MCGSSIAI \_\_\_\_\_ |  
 TTC 271 003 ASVAB8 MEPS GSARWKPC \_\_\_\_\_ NOCSASMK \_\_\_\_\_ MCEI \_\_\_\_\_ |  
 TTC 271 002 AT 6/7 GINOADWK \_\_\_\_\_ ARSPMKEI \_\_\_\_\_ MCGSSIAI \_\_\_\_\_ CMCACECC \_\_\_\_\_ |  
 Score 1 \_\_\_\_\_  
 Score 2 \_\_\_\_\_  
 Score 3 \_\_\_\_\_  
 Score 4 \_\_\_\_\_  
 TTC 271 004 \_\_\_\_\_ CASVAB 01C GSARWKPC \_\_\_\_\_ NOCSASMK \_\_\_\_\_ MCEIGTMM \_\_\_\_\_ CLEL \_\_\_\_\_ |  
 TTC 271 005 \_\_\_\_\_ CASVAB 02C GSARWKPC \_\_\_\_\_ NOCSASMK \_\_\_\_\_ MCEIGTMM \_\_\_\_\_ CLEL \_\_\_\_\_ |  
 8-byte ED \_\_\_\_\_  
 (YYYYMMDD) of test \_\_\_\_\_  
 8-byte "RAW" test scores in the  
 sequence of the test \_\_\_\_\_  
 10-byte "RAW" test scores in the sequence if  
 the test indicated \_\_\_\_\_  
 6-byte "RAW" test scores in the sequence of the test indicated \_\_\_\_\_

**NOTE:** If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 20000801.

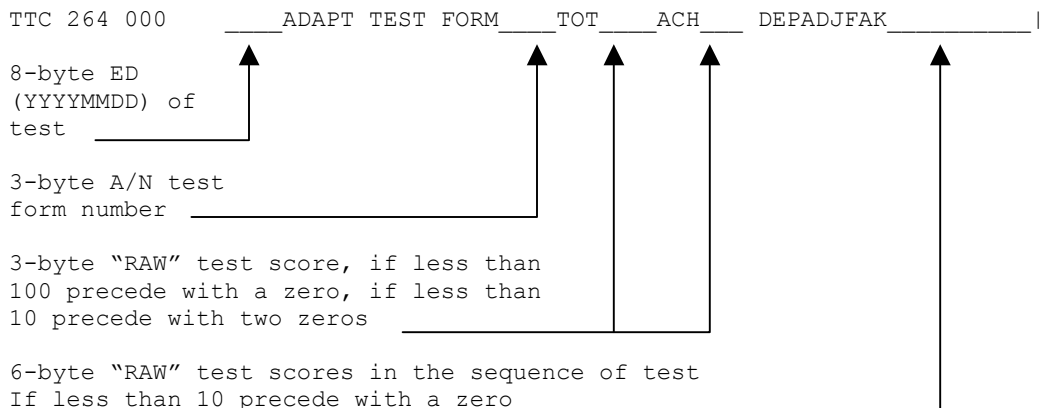
b. Recruit Depots report ASVAB retest scores using the following statement:

TTC 271 008 ASVAB 10 MCRD ARWKCMC \_\_\_\_\_ NO \_\_\_\_\_ |  
 Score 1 \_\_\_\_\_  
 Score 2 \_\_\_\_\_

50807. DEPARTMENT OF DEFENSE ADAPTABILITY SCREENING TEST (DoD ADAPT) (TTC 264).

The DoD Adaptability Screening Test is administered at the MEPS to all applicants for the Armed Forces beginning in 1990. These data elements are controlled by CMC. Report as follows:

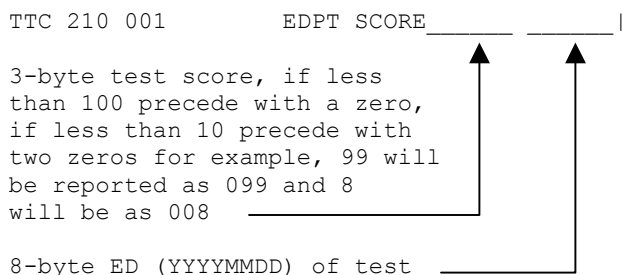
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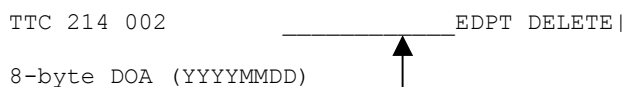
**NOTE:** If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for **EXAMPLE**, 20000801.

50808. ELECTRONIC DATA PROCESSING TEST (EDPT) (TTC 210/214).

1. The EDPT is an aid in the selection of personnel for training in the data processing field. Report as follows:



2. To delete EDPT scores report as follows:



**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01 (i.e., 200008**01**).

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## Section 9: MILITARY SKILL

### 50900. INTRODUCTION.

1. The different categories of Military Skill are those items that pertain to Military Occupational Specialty (MOS), such as Training School Obligation Date, Supplementary MOS, Primary MOS, Additional MOS, Projected Training Completion Date, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
060 000 TRAIN SCH OBG _____	HQ	N	N
168 000 REQ SMOS _____	HQ REG	N	N
169 000 SMOS _____	HQ REG	N	N
171 000 IMOS _____	HQ	N	N
176 000 PRIMARY MOS _____ ED _____	HQ REG RES	Y	Y
176 001 CONVERT MOS _____ TO _____ ED _____	HQ	N	N
176 002 ADMOS _____ CODE _____ ED _____	HQ REG RES	N	Y
176 003 PRIMARY MOS _____ VOID ED _____	HQ	N	Y
176 004 ADMOS _____ VOID ED _____	HQ REG RES	N	Y
177 000 BILMOS _____	HQ REG RES	N	N
177 001 CONVERT BILMOS _____	HQ	N	N
194 000 JMOS _____ FR _____ TO _____ MCC _____ ED _____	HQ	N	Y
194 001 JMOS _____ ED _____	HQ	N	Y
418 000 FST COMPL _____	HQ REG RES	N	N
418 001 MOJT COMPL _____	HQ REG RES	N	N
418 002 OJT COMPL _____	HQ REG RES	N	N
419 001 PCTD _____ IMOS _____	HQ REG RES	N	N

### 50901. TRAINING/SCHOOL OBLIGATION DATE (TTC 060).

This establishes the termination date (pay-back-date) of military obligation associated with personnel who participated in Marine Corps-sponsored education or training in excess of 20 weeks. The termination date is determined from the graduation date or training completion date and the length of obligation incurred with specific programs. Report as follows:

TTC 060 000      TRAIN SCH OBG \_\_\_\_\_ | (CMC (MMOA))

1-byte training school  
obligation code \_\_\_\_\_

8-byte ED (YYYYMMDD) termination  
of the obligation \_\_\_\_\_

### 50902. MILITARY OCCUPATIONAL SPECIALTY (MOS) (TTC 168/169/176).

1. The Marine's MOS is a numeric code denoting the military occupational skills and qualifications of the Marine.

2. MOS's are assigned to Marines per instructions contained in MCO P1200.7. Refer to MCO P1000.6, chapter 2 for officer MOS changes and chapter 3 for enlisted MOS changes. When a SMCR member joins a unit and **does not** possess the hard skill MOS for the billet in which he is filling, report a basic MOS as the primary MOS per MCO P1001R.1.

3. The number of individuals who have a training Primary Military Occupational Specialty (PMOS) on file without a corresponding Intended MOS the system allows for late reporting of a hard skill PMOS by school commands after a member is transferred. Zeros will no longer post to the Intended MOS.

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4. Those Marines in the Enlistment Bonus Program (EBP) (refer to Chapter 9, Section 12 BONUS) will be assigned a primary MOS per requirements set forth in MCO 1130.57.

5. The RU may report the change of an officer's basic MOS to its related Primary MOS only (i.e., 0301 to 0302 or 6501 to 6502). Additional MOS's cannot be changed by the RU. Refer to MCO P1000.6 for additional information.

6. Upon promotion to SSgt, the MOS is not automatically changed to the appropriate MOS (ie., 0193, 0369, 3529, etc.). When a Marine is promoted above the grade ceiling for the PMOS held commanders will change the Marine's PMOS to the career progression MOS unless the MOS manual specifically requires completion of career progression training prior to assigning that MOS.

```
TTC 176 000      PRIMARY MOS_____ED_____|
                  4-byte Primary MOS _____↑_____↑
                  8-byte ED (YYYYMMDD) _____↑
```

**NOTE:** Corrections to a Primary MOS may be made utilizing the DEL/ADD method, or DEL/ERR. Do not report 4 zero's (0000) for the ADD portion of the DEL/ADD statement. When DEL/ERR is reported the Primary MOS from the remark, if any, with the latest assignment date will move up and replace the PMOS that was deleted.

50903. ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY (ADMOS) (TTC 176).

MCTFS will store up to twelve ADMOS occurrences along with an effective date for each ADMOS. This information is displayed on the MCTFS TMOS/TBIR screens and the MOS 144 remark. The ADMOS for an officer can be updated by the following RUC's **only:** 06015, 06041, 06050, 06080, 06116 and CMC RUC's 548XX and 88740. Report as follows:

```
TTC 176 002      ADMOS_____CODE_____ED_____|
                  4-byte numeric MOS _____↑_____↑_____↑
                  1-byte numeric ADMOS designator
                  code (See NOTE) _____↑
                  8-byte ED (YYYYMMDD) _____↑
```

**NOTE:** Report a '1' to post as 1<sup>st</sup> ADMOS, '2' to post as 2<sup>nd</sup> ADMOS, and a '0' (zero) to post as any other ADMOS. These are the only valid codes acceptable.

```
TTC 176 004      ADMOS_____VOID ED_____|
                  4-byte numeric MOS _____↑_____↑
                  8-byte ED (YYYYMMDD) _____↑
```

50904. SUPPLEMENTARY MILITARY OCCUPATIONAL SPECIALTY (SMOS) (TTC 168/169).

1. This alternative means of increasing officer allocations to traditionally short MOS's. An SMOS will be allocated to each **unrestricted** officer selected to the grade of Captain, in a separate proceeding after the selection process has been completed.

2. An SMOS will not be reported on enlisted Marines, Warrant Officers, Chief Warrant Officers, or Limited Duty Officers.

a. To request the SMOS report the following:

```
TTC 168 000      REQ SMOS_____| (CMC (MMOA))
                  4-byte 1ST, 2ND, 3RD SMOS _____↑_____↑_____↑
```

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b. To approve the SMOS report as follow:

TTC 169 SMOS\_\_\_\_| (CMC (MMOA))  
 4-byte SMOS\_\_\_\_↑

50905. VOID PRIMARY MOS (TTC 176).

When void is reported by CMC, the Primary MOS will post to the MOS 144 RMK with the void date and send an advisory to the RU. Report as follows:

TTC 176 003 PRIMARY MOS\_\_\_\_VOID ED\_\_\_\_|  
 4-byte numeric MOS\_\_\_\_↑  
 8-byte ED (YYYYMMDD)\_\_\_\_↑

50906. PROJECTED TRAINING COMPLETION DATE (PTCD)/INTENDED MILITARY OCCUPATIONAL SPECIALTY (IMOS) (TTC 419).

1. The PTCD and IMOS are used by the CMC (MMEA) to project the future MOS of personnel in the training pipeline to plan for assignment.
2. For those personnel attending initial MOS formal school training, the PTCD/IMOS will be reported by the RU. This information will be reported when the anticipated school completion date and MOS to be assigned upon completion of the formal schooling is known.
3. Upon assignment to OJT and MOJT, an PTCD/IMOS will be reported by the RU to which the Marine is assigned for training.

TTC 419 001 PTCD\_\_\_\_IMOS\_\_\_\_|  
 8-byte ED (YYYYMMDD) anticipated completion\_\_\_\_↑  
 4-byte valid MOS immediately followed by a one-character alpha code; for example, 'A' or 'B' as appropriate; for example, 0131A\_\_\_\_↑

**NOTE:** Upon assignment of IMOS as a primary MOS, 1<sup>st</sup> additional MOS or 2<sup>nd</sup> additional MOS, the IMOS will be zeroed out.

50907. CONVERT MOS (TTC 176 001).

Report converting a Primary or Additional MOS as follows:

TTC 176 001 CONVERT MOS\_\_\_\_TO\_\_\_\_ED\_\_\_\_|  
 4-byte numeric OLD MOS\_\_\_\_↑  
 4-byte numeric NEW MOS\_\_\_\_↑  
 8-byte ED (YYYYMMDD)\_\_\_\_↑

50908. INTENDED MILITARY OCCUPATIONAL SPECIALTY (IMOS) (TTC 171).

The IMOS identifies the PMOS designation trainees will receive above the basic level (recruits not included) upon completion of formal schools, OJT, MOJT, or field skill training (FST).

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TTC 171 000 IMOS        | (CMC (MMOA/MMEA/RAM))  
 5-byte Intended MOS            ↑

50909. BILLET MOS (BILMOS) (TTC 177).

1. Report the billet MOS for the T/O billet currently being filled by the Marine. The billet MOS for Marines filling a T/O billet must be a valid MOS contained in MCO P1200.7. All Marines filling a T/O billet will be assigned the billet MOS for that T/O line, even if the number of Marines assigned to the billet is in excess of the billets authorized for that line. However, an enlisted Marine will not be assigned an officer's MOS as a billet MOS even though serving in an officer billet. Report 9916 for enlisted Marines serving in officer billets. Enlisted personnel can be assigned any enlisted MOS as a billet MOS while serving in that billet; for example, a SSgt serving in a 1stSgt billet can be assigned a billet MOS 9999. A basic MOS will not be assigned as a billet MOS.

2. Personnel attending formal schools normally are carried in a nonchargeable status, strength category 'A'. Report billet MOS as four zeros. These Marines will be further identified in the MCTFS by reporting the IMOS when it is known which MOS will be assigned upon completion of the formal school.

3. In addition to the circumstance referred to above, BILMOS 0000 will also be reported for a Marine whose status is changed from chargeable to not chargeable. Report the appropriate billet MOS when the Marine is returned to a chargeable status.

4. Marines assigned on-the-job-training (OJT) and managed on-the-job training (MOJT) will be assigned a billet MOS of the MOS they are filling and the IMOS will be reported. Report as follows:

```

TTC 177 000          BILMOS_____ |
                        ^
or  4-byte Billet MOS _____ |
TTC 177 001 CONVERT BILMOS_____ | (CMC (MMOA/MMEA-ONLY))
                        ^
4-byte Billet MOS _____ |

```

50910. ACTUAL TRAINING COMPLETION DATE (ATCD) (TTC 418).

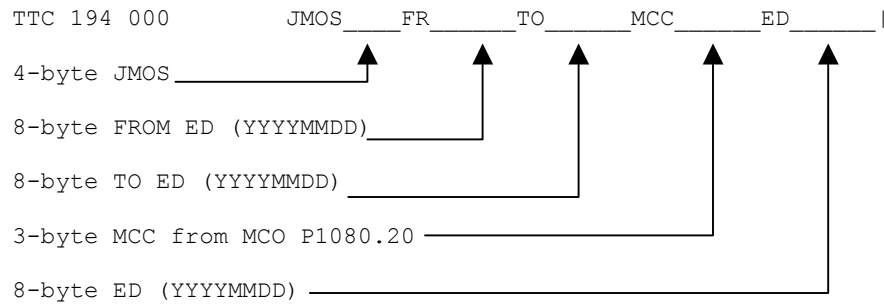
The date indicates a Marine completed training and qualified for assignment of a PMOS. This date may be used in conjunction with date joined for training to determine actual training time from recruit graduation to MOS qualification. The following statements will automatically generate the ATCD:

```
TTC 418 000          FST COMPL_____|
TTC 418 001          MOJ'T COMPL_____|
TTC 418 002          OJT COMPL_____|
8-byte ED (YYYYMMDD) or
zeros, if appropriate _____|
```

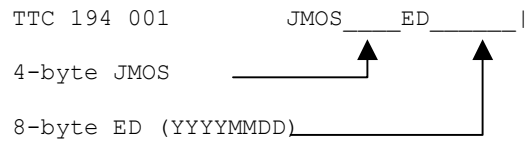
50911. JOINT MILITARY OCCUPATIONAL SPECIALTY (JMOS) (TTC 194).

1. Marine officers who have been assigned to a joint billet, will have the below information input by the CMC (MMOA).

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2. When an individual has attended a joint military school but has not been assigned to a designated joint billet, report as follows:



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## Section 10: MILITARY EDUCATION (SCHOOL DATA)

### 51000. INTRODUCTION.

1. This section contains information about School Data. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
083 000 STRT SCOL_____	HQ REG RES	N	N
097 000 SCOL_____COMPL GRADE____	HQ REG RES	N	N
097 001 SCOL_____DELETE	HQ REG RES	N	N
097 002 SCOL_____INCOMPL_____	HQ REG RES	N	N
254 000 MONTHS ATTENDED SERV ACAD_____	HQ	N	N
499 014 LOC SCOL COMPL____LOCATION____ED____	HQ REG RES	N	Y

### 51001. FORMAL SCHOOLS (TTC 083).

1. When a Marine is **joined** (TTC 021) "for duty as a student" or for temporary duty as a student, or **attached** by an RU for "TAD as a student", the formal school code is included in the UD statement. Refer to Chapter 6.

2. Formal service schools information will be reported on members of another service or country and civilian personnel while attending a formal service school. The Training Information System (TIS) will use this data reported via MCTFS to determine student loading and course costing totals.

3. When the Marine starts a formal school after being joined or attached for another reason, or of the second or subsequent formal school attended. For **EXAMPLE**, a Marine is joined as a student at a Baker school, code '33A'. Upon completion, the Marine attends Bakery Management school (gate '33B'). When completion of the first school is reported, then the STRT SCOL code '33B' would be reported. Report as follows:

TTC 083 000 \_\_\_\_\_STRT SCOL\_\_\_\_\_|

8-byte ED (YYYYMMDD)  
(actual) class starts

3- byte Formal school code  
(from MCO P1080.20)

4. The computer record can accommodate twelve formal schools completions. If a thirteenth completion is reported, the entry will be rejected. For enlisted Marines, the unit commander must determine if a previously entered completion was less important and should be deleted in order to accommodate the current completion. Immediately following this entry will be two additional lines of information. Each line will contain six service school codes and the completion dates. An English description of the condition will follow the last line. The following **EXAMPLE** is provided:

(Statement reported on UD)  
(Twelve formal schools that  
are currently in the record)

01 SCOL RHA COMPL  
02 RB163 RBE63 RKR64 CBC65  
03 TO166 T5067 T6868 XRH69  
04 ABC81 BCA82 CAB83 BAC84

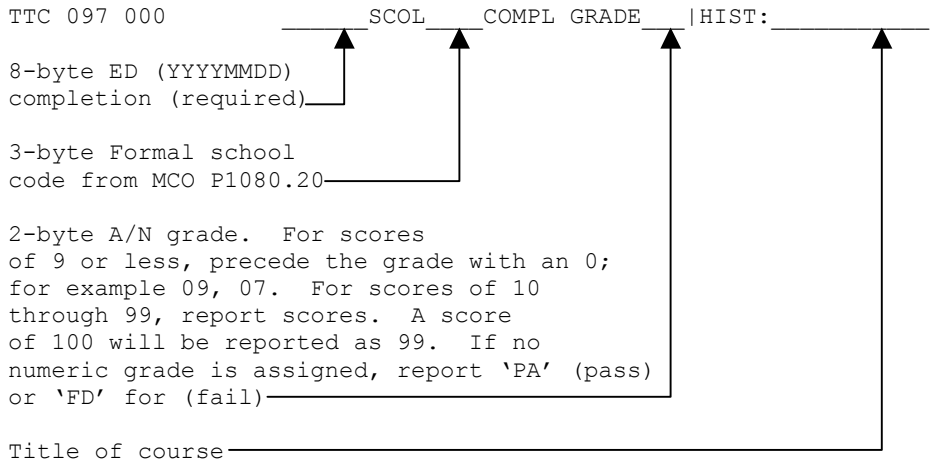
"CANNOT ACCEPT NEW DATA. MASTER RECORD CONTAINS MAXIMUM. REPORT DELETE AND RESUBMIT LATEST ADDITIONAL ONLY."



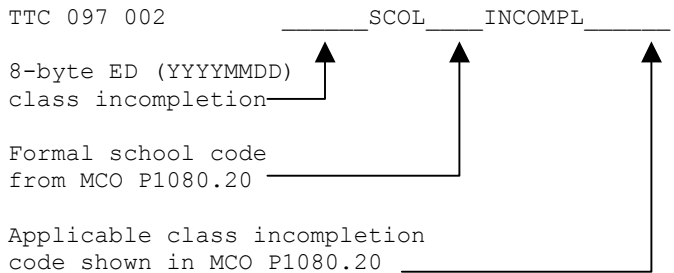
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51002. SCHOOLS (OFFICER/ENLISTED) (TTC 097/499 014).

Formal schools are maintained in the MCTFS record to indicate the formal schools or the special skills certification completed by the Marine and the year completed. Report as follows:



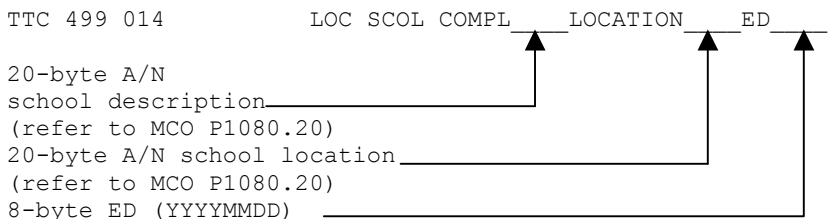
or



51003. LOCAL SCHOOLS (TTC 499 014).

1. Local schools information is used by the unit commander, training officer, and higher headquarters in identifying those personnel with special qualifications that are not identified in MCTFS.

2. This transaction also allows the reporting of the completion of any course for which a service school code or special skills code does not exist; completion of training received in service schools; or local schools conducted at the division, wing, base, depot, or equivalent level. In addition, it will be utilized to report training received by military or commercial teams authorized by the CMC or civilian schools when a Marine is ordered to attend for duty under instruction. Report as follow:



51004. CORRECTING SCHOOLS ON BIR/BTR (TTC 097 001).

1. When correcting school information, always report deletions prior to new schools. When the school code or the date completed is incorrect, the code must be deleted. Only the year

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completed is maintained in MCTFS.

2. MCTFS can accommodate up to 12 schools. When 13 completions are reported, the entry will be rejected. For enlisted Marines, the unit commander must determine if a previously entered completion was less important and should be deleted in order to accommodate the current completion. Requests for officers will be submitted to CMC (MMOA), refer to MCO P1200.7 for further instructions. Report as follows:

TTC 097 001	_____	SCOL	_____	DELETE
8-byte ED (YYYYMMDD)	_____	↑	_____	↑
original completion	_____			
Formal school code	_____			
from MCO P1080.20				

51005. SERVICE ACADEMY MONTHS (TTC 254).

The number of months a Marine attended a service academy will be reported by CMC upon accession into the Marine Corps. Report as follows:

TTC 254 000	MONTHS ATTENDED SERV ACAD	_____	(CMC (MMOA))
2-byte number of months	_____	↑	

# MCTFSPRIM

## Section 11: MARINE CORPS INSTITUTE (MCI) COURSES

### 51100. INTRODUCTION.

1. This section contains information about Marine Corps Institute (MCI) Courses. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
350 001 ENROLL MCI CRS_____	HQ	Y	Y
350 002 REQ ENROLL MCI CRS_____CORUC_____	HQ REG RES	N	N
350 003 REQ REENROLL MCI CRS_____	HQ REG RES	N	N
350 004 REENROLL MCI CRS_____	HQ	N	Y
351 000 DISENROLL MCI CRS_____	HQ	Y	Y
351 002 REQ ADMIN DEL MCI CRS_____REASON____	HQ REG RES	N	N
351 003 ADMIN DELETE MCI CRS_____	HQ	N	N
352 000 MCI CRS_____COMPL SCORE____	HQ	Y	Y
352 001 SVC_____CRS_____COMPL	HQ REG RES	N	Y

### 51101. MARINE CORPS INSTITUTE (MCI) COURSES (MCI/MISSO) (TTC 350/351/352).

1. RU's may request enrollment, administrative deletion, or re-enrollment of MCI Courses via UD entry. MCI enrollments/disenrollments/completions will appear on the RU's DFR when reported by CMC (MCI). The unit will verify off-duty education bonus points for LCpl's and Cpl's for composite scores. Refer to Chapter 7, Section 4. Additionally, individual Marines may request enrollment, re-enrollment or verify status by either calling 1-800-MCI-USMC or via <http://www.mci.usmc.mil>. Report as follows:

TTC 350 002                      REQ ENROLL MCI CRS\_\_\_\_\_CORUC\_\_\_\_\_|

6-byte MCI CRS number                      ↑                      ↑

Requesting unit's company RUC                      ↑

or

TTC 350 001                      ENROLL MCI CRS\_\_\_\_\_| (MCI only)

6-byte MCI CRS number                      ↑

(first 3 bytes numeric

last 3 bytes A/N)                      ↑

or

TTC 350 003                      REQ REENROLL MCI CRS\_\_\_\_\_|

6-byte MCI CRS number from the MCTFS                      ↑

(course status must be 'D')

(Figure 5-2)

or

TTC 350 004                      REENROLL MCI CRS\_\_\_\_\_|

6-byte MCI CRS number (course status                      ↑

must be "D")                      ↑

(Figure 5-2)

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**NOTE:** If the course number is less than 6 characters, fill the field with Z's. **EXAMPLE:** Course number 03.5 is input as 035ZZZ. Course number 1.820 is input as 1820ZZ. Ensure the correct version of the MCI course is reported.

2. Upon receipt of disenrollment from an MCI course, MCI will report the following to indicate the Marine is disenrolled:

TTC 351 000            DISENROLL MCI CRS \_\_\_\_\_ | (MCI only)

8-byte MCI CRS number (course status must be 'A') \_\_\_\_\_

(Figure 5-2)

3. To request administrative deletion from an MCI course, report as follows:

TTC 351 002            REQ ADMIN DEL MCI CRS \_\_\_\_\_ REASON \_\_\_\_\_ |

6-byte MCI CRS number from the MCTFS (course status must be 'A') \_\_\_\_\_

1-byte A/N reason code \_\_\_\_\_

(Figure 5-2)

4. To administratively delete an MCI course report as follows:

TTC 351 003            ADMIN DELETE MCI CRS \_\_\_\_\_ | (CMC only)

6-byte MCI CRS number \_\_\_\_\_

5. MCI will report course completion. The MCI completion certificate is the source document for this transaction. In addition, if the Marine is not currently enrolled in an MCI course with an active status, this transaction will fail. Report as follows:

TTC 352 000            MCI CRS \_\_\_\_\_ COMPL SCORE \_\_\_\_\_ | (CMC 54864)

6-byte MCI CRS number. First 3 bytes numeric Last 3 bytes A/N \_\_\_\_\_

1-byte \_\_\_\_\_

(Must be A, B, C, D, F)

**NOTE:** For the reserve component, this statement will not update retirement points, therefore, report duty correspondence points as shown in Chapter 11, Section 2.

6. For composite score computation purposes MCI courses will be computed per MCO P1400.32.

7. Other Service Correspondence Courses. When a Marine has completed a correspondence course with another service, Unit Commanders will ensure that the Marine's completion certificate is viewed and forwarded to CMC (MCI). There is no requirement to report the enrollment of other service correspondence courses; however, in all other cases enrollment is treated like an MCI course and will appear on the TMCI screen. Report as follows:

TTC 352 001            SVC \_\_\_\_\_ CRS \_\_\_\_\_ COMPL \_\_\_\_\_ | (CMC 54864)

1-byte A/N Service Code (A,F,N or P) \_\_\_\_\_

A - Army  
F - Air Force  
N - Navy  
P - National Guard

20-byte A/N course description \_\_\_\_\_

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## MCI COURSE DELETION CODES

<u>CODE</u>	<u>REASON</u>
A	Correction of student record (within 120 days of enrollment).
B	Ordered to formal school that lasts longer than 6 months (civilian or military).
C	Ordered to formal school which covers the same subject matter.
D	In receipt of orders to, or serving in, a combat zone.
E	Never requested enrollment (within 90 days of enrollment date).
F	Hospitalized, confined CC/Brig, IHCA, IHMA, IHFA

MCI course status codes from the MCTFS TCMI shown below:

<u>STATUS CODE</u>	<u>REMARK</u>
A	Active
D	Disenrolled
M	Failed (score will be present)
R	Reenrolled
Z	Completed (score will be present)

Figure 5-2--MCI COURSE DELETION CODES

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## Section 12: UNIT TRAINING

### 51200. INTRODUCTION.

1. The different categories of Unit Training are those items such as Driver Improvement School, Physical Fitness Test, Basic Skills Training/Essential Subjects Test, Water Survival Qualification, Anti-terrorism/Force Protection Training, Gas Chamber, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
205 000 DRIVER IMP SCOL____	HQ REG	N	N
335 000 MARKS PRO____.____CON____.____OCC____ED ____	HQ REG RES	Y	Y
481 006 PFT_____	HQ REG RES	N	N
481 007 PFT MED	HQ REG RES	N	N
481 009 PFT RNT	HQ REG RES	N	N
481 010 PFT PAR	HQ REG RES	N	N
481 011 PFT FAIL	HQ REG RES	N	N
482 005 BST/EST____OF____	HQ REG RES	N	N
482 006 BST/EST NOT REQ	HQ REG RES	N	N
486 000 WATER SURVIVAL QUAL____	HQ REG RES	N	N
486 001 WATER SURVIVAL QUAL 5_____	HQ REG RES	N	N
486 002 WATER SURVIVAL QUAL 6_____	HQ REG RES	N	N
489 000 ANN AT/FP TRNG ED_____	HQ REG RES	N	N
489 001 DEPLOY AT/FP TRNG ED_____	HQ REG RES	N	N
489 002 ARMS/AMMO/EXPL SCREENED ED_____	HQ REG RES	N	N
489 003 CLASS INFO NDA EXECUTED ED_____	HQ REG RES	N	Y
489 004 AUTH TO WEAR____ED_____	HQ REG RES	N	Y
489 005 ISS PERMIT____EQUIP____EXP____RESTR____ED_____	HQ REG RES	N	Y
489 006 PERMIT____RENEWED EXP____ED_____	HQ REG RES	N	Y
489 007 PERMIT UPGRAD____EQUIP____EXP____RESTR____ED_____	HQ REG RES	N	Y
499 005 HIV EDUCATION LECTURE_____	HQ REG RES	N	N
499 007 GAS CHAMBER_____	HQ REG RES	N	N
499 008 DRUG LECTURE_____	HQ REG RES	N	N
499 009 SECURITY LECTURE_____	HQ REG RES	N	N
499 010 INTEL TRAINING_____	HQ REG RES	N	N
499 011 LEADERSHIP TRAINING_____	HQ REG RES	N	N

### 51201. DRIVER IMPROVEMENT SCHOOL (TTC 205).

Driver improvement education is mandatory for all Marines under the age of 26. Refer to MCO 11240.66 Standard Licensing Procedures for Operating Military Motor Vehicles for requirements of this school. Report as follows:

TTC 205 000 DRIVER IMP SCOL\_\_\_\_|  
 1-byte code from MCO P1080.20 ↑

### 51202. PHYSICAL FITNESS TEST (PFT) (TTC 481).

1. The PFT class and scores are for use by commanders, and CMC (MMPR) to compute composite scores for LCpl's and Cpl's eligible for promotion. For AD Marines, PFT scores dated more than 1 year older than the date of composite score calculation will not be used by the automated composite score system. For reserve Marines, the PFT score must be within 2 years of the date of the composite score calculation to be utilized.

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2. Units will report the scores of an "officially" scheduled semi-annual PFTs or a partial PFT as appropriate. Report as follows:

TTC 481 006 PFT

3-byte numeric PFT score \_\_\_\_\_

**NOTE:** Use an Action Date only when the test was taken (or not taken) in a quarter other than that in which it is reported.

3. **Only one PFT will be reported per semi-annual period.** Absolutely **NO** re-tests or remedial scores will be reported/entered on the unit diary. Report as follows:

<u>TTC/SEQ</u>	<u>STATEMENT</u>	<u>DESCRIPTION</u>
481 007	PFT MED	Medically excused (Marines other than LCpl or Cpl) (see <b>NOTE</b> below)

or

481 009	PFT RNT	Required, but not taken
---------	---------	-------------------------

or

481 010 PFT PAR| Passed partial PFT (Marines other than LCpl or Cpl)  
(see **NOTE** below)

or

```
481 011          PFT FAIL|          Failed PFT
```

**NOTE:** For LCpl's and Cpl's who take a partial PFT, or are medically excused from taking the PFT, report the event(s) from the previous PFT using TTC 481 006. **EXAMPLE:** If a Marine is medically excused from the pull-ups, the unit must report a PFT score using the previous score for that event in addition to the other points for the events that were not excused. If the portion(s) of the previous PFT being used to supplement the current PFT were not passed, report FAILED PFT.

4. The PFT will be displayed in MCTFS as follows:

PFT DATE: YYYYMM

PFT SA: CALENDAR YEAR HALF [1=1<sup>st</sup> (1Jan-30June), 2=2d (1July-31Dec)]

PFT SCORE: XXX (3 byte)

PFT CLASS: X (1 byte)

1 = 1st Class, 2 = 2nd Class, 3 = 3rd Class, 4 = Fail/RNT (Required Not Taken), 5 = Medical,  
8 = Partial.

51203. BASIC SKILLS TRAINING/ESSENTIAL SUBJECTS TEST (BST/EST) (TTC 482).

1. The BST/EST information must be reported on the UD for all GySgt's and below. The BST/EST information reported consists of a total number of tasks performed against the total number of tasks administered. **Do not report zeroes, the entry will fail.** Report as follows:

TTC 482 005 BST/EST OF |

3-byte performed correctly

**Example: 051**

3-byte tasks attempted

**Example: 100**

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2. When BST/EST is not required:

TTC 482 006

BST/EST NOT REQ|

3. The BST/EST will be displayed in MCTFS as follows:

200005005099 defined as

2000	050	050	99
1	2	3	4

- 1 - 4-byte year (YYYY)
- 2 - 3-byte number of tasks correct
- 3 - 3-byte number of tasks attempted
- 4 - 2-byte score

51204. WATER SURVIVAL QUALIFICATION (TTC 486).

1. Water Survival Qualification is mandatory and will generate a re-qualification date in the CMF based on the codes below. Report as follows:

TTC 486 000 WATER SURVIVAL QUAL

1-byte qualification level code \_\_\_\_\_  
(See below)

<u>WATER-SURVIVAL-CODE</u>	<u>DESCRIPTION</u>	<u>RE-QUALIFICATION REQUIREMENTS</u>
0	Unqualified	Remedial swim training until qualified.
1	1 <sup>st</sup> Class	every 5 years
2	2 <sup>nd</sup> Class	every 4 years
3	3 <sup>rd</sup> Class	every 3 years
4	4 <sup>th</sup> Class	every 2 years
Q	Water Survival Qualified (WSQ)	No re-qualification

2. If the Marine has been granted a medical waiver for Water Survival Re-qualification, report as follows:

TTC 486 001 WATER SURVIVAL QUAL 5

6-byte ED (YYYYMM) (if the waiver is temporary, enter the date the waiver expires; if the waiver is permanent, enter 999999)

3. If the Marine has been granted a Water Survival Re-qualification exemption from the CO or the CG MCCDC (TE32G3), report as follows:

TTC 486 002 WATER SURVIVAL QUAL 6 |

6-byte ED (YYYYMM) (if the waiver is temporary, enter the date the waiver expires, If the waiver is permanent, enter 999999)



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51205. ANTITERRORISM/FORCE PROTECTION TRAINING (TTC 489).

This information is used to identify Marines who have completed Annual or Deployed Training. Report as follows:

TTC 489 000          ANN AT/FP TRNG ED \_\_\_\_\_ | (Annual)

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

or

TTC 489 001          DEPLOY AT/FP TRNG ED \_\_\_\_\_ | (Deployed)

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51206. ARMS, AMMUNITION, AND EXPLOSIVE SCREENING (TTC 489).

This screening information is used to identify Marines who have been screened and found qualified for this duty. Report as follows:

TTC 489 002          ARMS/AMMO/EXPL SCREENED ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51207. CLASSIFIED INFORMATION NON-DISCLOSURE AGREEMENT (TTC 489).

This information is used to identify Marines who have executed and submitted a Classified Information Non-disclosure Agreement (SF 312) to CMC. An entry is no longer required to be typed on the page 11 of the SR. This entry is displayed on MCTFS screen TARS and the 139 Remark. Report as follows

TTC 489 003          CLASS INFO NDA EXECUTED ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51208. INSIGNIAS AUTHORIZED TO WEAR (TTC 489 004).

This information is used to identify Marines who are authorized to wear certain insignias for special qualifications. Report as follows:

TTC 489 004          AUTH TO WEAR \_\_\_\_\_ ED \_\_\_\_\_ |

3-byte insignia from  
MCO P1080.20 \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51209. GOVERNMENT EQUIPMENT OPERATOR'S LICENSE (TTC 489 005/006/007).

1. The tactical or commercial license information is used to identify Marines who possess certain qualifications necessary to operate Government equipment. Report as follows:

TTC 489 005          ISS PERMIT \_\_\_\_\_ EQUIP \_\_\_\_\_ EXP \_\_\_\_\_ RESTR \_\_\_\_\_ ED \_\_\_\_\_ |

8-byte operator  
license number \_\_\_\_\_ ↑  
(from license)  
5-byte equipment type  
MCO P1080.20 \_\_\_\_\_ ↑

6-byte ED (YYYYMMDD) expiration \_\_\_\_\_ ↑

2-byte (5) restrictions codes (NOTE) \_\_\_\_\_ ↑

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8-byte ED (YYYYMMDD) \_\_\_\_\_

2. Report the renewal of a government equipment operator's license as follows:

TTC 489 006      PERMIT \_\_\_\_\_ RENEWED EXP \_\_\_\_\_ ED \_\_\_\_\_ |

8-byte operator  
license number \_\_\_\_\_ ↑

(from license)

6-byte ED (YYYYMMDD) for renewal expiration \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

3. Report the upgrade of a government equipment operator's license as follows:

TTC 489 007      PERMIT UPGRAD \_\_\_\_\_ EQUIP \_\_\_\_\_ EXP \_\_\_\_\_ RESTR \_\_\_\_\_ ED \_\_\_\_\_ |

8-byte operator  
license number \_\_\_\_\_ ↑

(from license)

5-byte equipment type  
MCO P1080.20 \_\_\_\_\_ ↑

6-byte ED (YYYYMM) expiration) \_\_\_\_\_ ↑

2-byte (5) restriction codes MCO P1080.20 \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51210. HUMAN IMMUNODEFICIENCY VIRUS (HIV III) EDUCATION LECTURE(TTC 499 005).

The date of the annual HIV III education lecture is used to monitor and track this requirement. Report as follows:

TTC 499 005      HIV EDUCATION LECTURE \_\_\_\_\_ |

6-byte ED (YYYYMM) \_\_\_\_\_ ↑

51211. GAS CHAMBER (TTC 499 007).

The training coordinator, to develop and track training requirements, uses this information. Report the following each time the Marine receives gas chamber training:

TTC 499 007      GAS CHAMBER \_\_\_\_\_ |

6-byte ED (YYYYMM) \_\_\_\_\_ ↑

**NOTE:** This field will be left blank if the last time the Marine went to gas chamber training is unknown.

51212. DRUG LECTURE (TTC 499 008).

The drug lecture record is used by the training coordinator to develop and track training requirements. Report each year the Marine attends a drug lecture:

TTC 499 008      DRUG LECTURE \_\_\_\_\_ |

4-byte year (YYYY) \_\_\_\_\_ ↑

**NOTE:** This field will be left blank if the information required above is unknown.

51213. SECURITY LECTURE (TTC 499 009).

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This information reflects the last year a Marine attended a security lecture. Report each time the Marine attends a security lecture:

TTC 499 009                      SECURITY LECTURE\_\_\_\_\_


4-byte year (YYYY)\_\_\_\_\_↑

51214. INTELLIGENCE TRAINING (HOURS) (TTC 499 010)

This information is used by the training coordinator to develop and track training requirements. Report each time the Marine attends an intelligence training lecture:

TTC 499 010 INTEL TRAINING\_\_\_\_\_

2-byte number of hours. If less than 10, precede with a zero; for example, 08, 07. Do not report more than 99 hours \_\_\_\_\_



51215. LEADERSHIP TRAINING (LEVEL/YEAR) (TTC 499 011)

This information is used by the training coordinator to develop and track training requirements. Report each time the Marine attends leadership training:

TTC 499 011                      LEADERSHIP TRAINING

1-byte level code                      ↑                      ↑  
(1 = Basic Leadership Training  
2 = Annual Leadership Training)  
4-byte year (YYYY)                      ↑                      ↑

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## Section 13: MARKSMANSHIP

### 51300. INTRODUCTION.

1. The different categories of Marksmanship are those items that pertain to Pistol/Rifle qualifying and Weapons Field Firing. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
485 000 RIFLE QUAL _____	HQ REG RES	N	N
485 001 WEAPONS FIELD FIRING _____	HQ REG RES	N	N
499 015 PISTOL QUAL _____	HQ REG RES	N	N
834 000 DEL FIELD FIRING RMK SEQ _____	HQ REG RES	N	N
834 001 DEL MARKSMANSHIP RMK SEQ _____	HQ REG RES	N	N
834 002 DEL COMPETITIVE RMK SEQ _____	HQ REG RES	N	N
834 003 DEL ADDITIONAL RMK SEQ _____	HQ REG RES	N	N
836 000 COMP MARK MATCH _____	HQ REG RES	N	N
837 000 ADDITIONAL MARKSMAN INFO _____	HQ REG RES	N	N
838 000 DEL CURR RIFLE QUAL INFO	HQ REG RES	N	N
838 001 DEL PRIOR RIFLE QUAL INFO	HQ REG RES	N	N
838 002 DEL RIFLE FIELD FIRING INFO	HQ REG RES	N	N
838 003 DEL CURR PISTOL QUAL INFO	HQ REG RES	N	N
838 004 DEL PRIOR PISTOL QUAL INFO	HQ REG RES	N	N
838 005 DEL PISTOL DISTINGUISHED INFO	HQ	N	N
838 006 DEL PISTOL PET INFO	HQ REG RES	N	N
838 007 DEL PISTOL EXCEPTION INFO	HQ REG RES	N	N
838 008 DEL RIFLE DISTINGUISHED INFO	HQ	N	N
838 009 DEL RIFLE PET INFO	HQ REG RES	N	N
838 010 DEL RIFLE EXCEPTION INFO	HQ REG RES	N	N
839 000 DEL ALL WAIVERS WITHIN RUC _____	HQ REG RES	N	N

### 51301. PISTOL/RIFLE/ WEAPONS FIELD FIRING ENTRIES (TTCS 499 015/485/836/837).

1. Marksmanship information and weapons firing scores for use by are for use by Commanders, for training requirements and CMC (MMPR) to compute composite scores for LCpl's and Cpl's eligible for promotion. Composite scores will only use the current rifle score for computation of a composite score. If the current rifle score is zeroes, no composite score will be computed and the unit will receive an advisory. Refer to MCO 3574.2 for specific details.

2. Current rifle qualification, pistol qualification, weapons field firing, and additional marksmanship information are displayed in the MCTFS (CICS) under Training and Education (TMOS or WPNS screens). To take full advantage of MCTFS automation, RU's may report all prior marksmanship data using the effective dates of qualification or re-qualification.

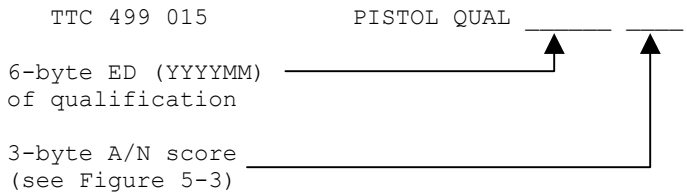
3. The following additional guidelines apply:

#### a. Pistol.

(1) An individual may not have more than two actual scores (000-400) in the same fiscal year unless one of the scores is a failed attempt at qualifying and the commanding officer determines the score should be reported. If more than one failed attempt at qualifying is reported in the same fiscal year, the first score will process successfully and all other failing scores will fail as errors. Additionally, a transaction reporting a qualifying score will process, and will automatically post a score of 245. If the first failed attempt is not reported, units must ensure that a score of 245 is reported instead of the actual score received, per the reference.

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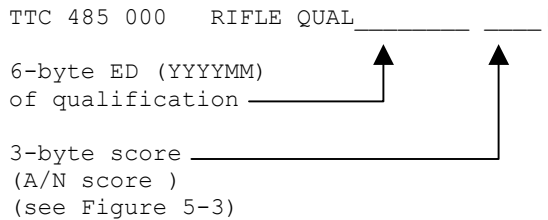
(2) An individual may have more than one pistol score in the same fiscal year if the scores are different types (for example, a score of 'PET' and an actual score, or a different type of score, see Figure 5-3). Report as follows:



b. Rifle.

(1) Two scores may not be reported within the same fiscal year unless the Commanding Officer determines that a failed score should be reported. Additionally, a transaction reporting a successful attempt at qualifying will process and will automatically post a score of 'S25' (equal to a score of 190). If a failed score was not previously reported, units must ensure that an 'S25' is reported.

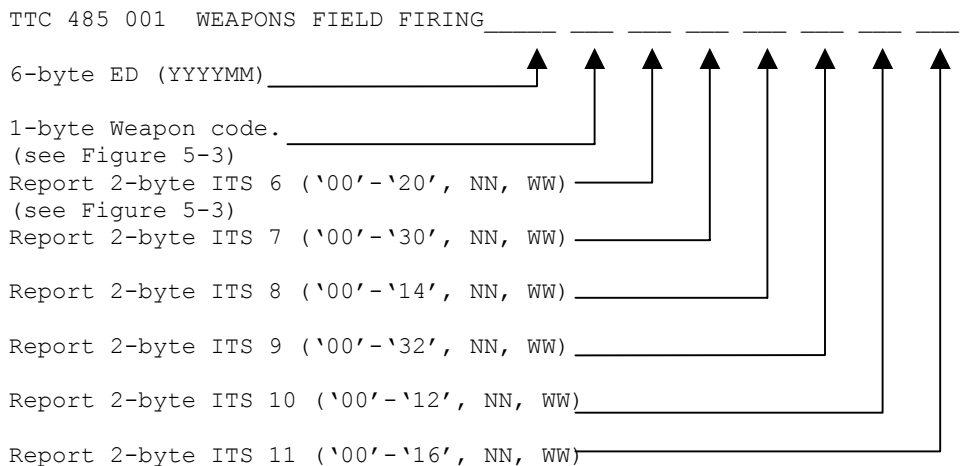
(2) **An alpha-numeric score must have an 'S' in the first byte for example, 'S30', or 'S51'.**



**NOTE: Certain TBS and MCRD RUC's** are restricted from reporting an alpha-numeric score, for example, 'S25'. They must report an equivalent score of '190'.

c. Weapons Field Firing.

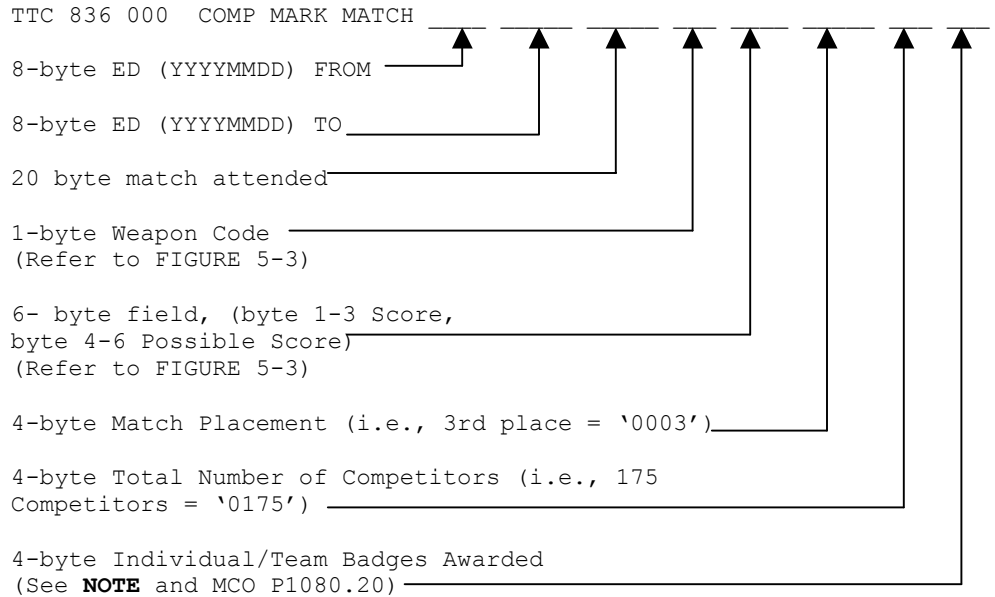
When reporting Field Firing there must be a rifle qualification within the same fiscal year or the transaction will fail. When the Field Firing date is prior to the most current rifle qualification, the rifle field firing will post to MCTFS. To verify MCTFS, refer to Figure 5-3, and report as follows:



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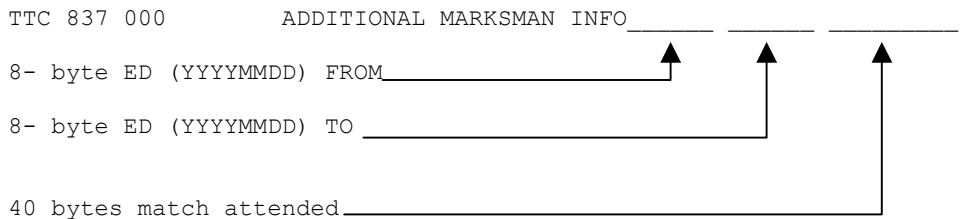
**NOTE:** ITS Levels and Weapon Codes are located on Figure 5-3.

d. Competitive Marksmanship Match. Report as follows:



**NOTE:** In the event a Marine participated in but did not receive a badge for a specific Match, for example: A Marine participated in Division Rifle Competition and the team received a GOLD BADGE (code 'AA') but the Marine did not receive an individual award then reported as 'ZZAA'. (First 2-bytes equal to: 'ZZ' = None, 'TT' = Team, 'II' = Individual, 'BB' = Both).

e. Additional Marksmanship Match Report as follows:



51302. DELETING INCORRECT PISTOL/RIFLE/WEAPONS FIELD FIRING INFORMATION (TTCS 834/838/839).

1. If the Distinguished Pistol/Rifle, Pistol/Rifle PET, Pistol/Rifle Exception information is incorrect, report the appropriate TTC 838 transaction to delete the incorrect information. Report as follows:

TTC 838 005 DEL PISTOL DISTINGUISHED INFO (CMC only)  
TTC 838 008 DEL RIFLE DISTINGUISHED INFO (CMC only)

or

TTC 838 006 DEL PISTOL PET INFO  
TTC 838 009 DEL RIFLE PET INFO

2. The following transaction will be used to delete waivers, non-requirements, or exemptions from qualification. When a waiver is removed, a Marine is reassigned to a unit with T/O weapons and is no longer **exempt** from qualification or not required (code NNN) is no longer valid and the Marine is required to qualify with the weapon. Report as follows:

TTC 838 007 DEL PISTOL EXCEPTION INFO

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TTC 838 010

DEL RIFLE EXCEPTION INFO

3. To delete **all** waivers from **all** records within a specific RUC report an EVENT entry as follows:

TTC 839 000      \_\_\_\_\_ DEL ALL WAIVERS WITHIN RUC \_\_\_\_\_ |  
 8-byte ED      ↑  
 (YYYYMMDD) \_\_\_\_\_  
 5-byte RUC      \_\_\_\_\_

**NOTE:** The input RUC must equal the Present RUC, the FAP RUC or the Reserve RUC.

4. Deletion of a specific Marksmanship/Weapons Firing Remark will be reported as follows:

<u>TTC/SEQ</u>		<u>ENGLISH DESCRIPTION</u>
834 000	_____	DEL FIELD FIRING RMK SEQ <u>130</u>
834 001	_____	DEL MARKSMANSHIP RMK SEQ <u>131</u>
834 002	_____	DEL COMPETITIVE RMK SEQ <u>132</u>
834 003	_____	DEL ADDITIONAL RMK SEQ <u>133</u>

8- byte ED      ↑  
 (YYYYMMDD) \_\_\_\_\_  
 3-byte RMK SEQ Number      \_\_\_\_\_

5. Deletion of Current/Prior Marksmanship/Weapons Firing information will be reported as follows:

<u>TTC/SEQ</u>		<u>ENGLISH DESCRIPTION</u>
838 000	_____	DEL CURR RIFLE QUAL INFO
838 001	_____	DEL PRIOR RIFLE QUAL INFO
838 002	_____	DEL RIFLE FIELD FIRING INFO
838 003	_____	DEL CURR PISTOL QUAL INFO
838 004	_____	DEL PRIOR PISTOL QUAL INFO

8- byte ED      ↑  
 (YYYYMMDD) \_\_\_\_\_

**NOTE:** When a Marine is assigned by a command that is exempt from qualification as detailed in MCO 3574.2, report a rifle or pistol qualification score of 'EEE'. Do not report a score of 'NNN' unless the Marine is not required to fire based on the Marine's grade.

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## ITS LEVELS

<u>PHASE</u>	<u>ITS NUMBER</u>	<u>DESCRIPTION</u>
I	ITS 1	Perform weapons handling (dry fire), M16A2
	ITS 2	Perform preventive maintenance, M16A2
	ITS 3	Fire at a sustained rate (live fire or Simulation), M16A2
II	ITS 4	Zero the M16A2 service rifle
	ITS 5	Engage stationary targets with the M16A2
III	ITS 6	Engage targets of limited exposure (time) with the M16A2
	ITS 7	Engaging targets during low light and Darkness (night fire) with the M16A2
	ITS 8	Engage targets while wearing the field Protective mask
	ITS 9	Engaging multiple targets
	ITS 10	Engaging moving targets
	ITS 11	Engaging targets at an unknown distance

**NOTE:** ITS Levels 6-11 (Phase III), are applicable only to field firing.  
ITS levels 8-11 are applicable to weapons B, G, H, M, R, S, and Z. All the weapons listed below are applicable to Competitive Marksmanship.

## ALPHA CODES

EEE- Exempt	WWW- Waiver
NNN- Not Required (for grade)	DDD- Distinguished (CMC only)
PET- Proficiency Enhancement Training	WW- Waiver (Field firing)
NN- Not Required (Field Firing)	

## WEAPONS CODES

B = Barret Sniper Rifle	F = .45 Caliber Pistol
G = M12 Shotgun	H = M40 Sniper Rifle
M = MP5 Assault Rifle	P = M9A1 Service Pistol
R = M16A2 Service Rifle	S = M249 Squad Automatic Weapon (SAW)
T = .38 Caliber Pistol	Z = M203 Grenade Launcher

Figure 5-3.—ITS LEVELS, ALPHA/WEAPONS CODES



# MCTFSPRIM

## Section 14: CIVILIAN EDUCATION

### 51400. INTRODUCTION.

1. The Civilian Education Section contains items such as Civilian Education, Off Duty Education, and Academic Tests. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
151 001 CIV EDUC _____	HQ REG RES	N	Y
333 001 OFF DU EDUC CRS _____ LOC _____ CRED _____ GRD _____	HQ REG RES	N	N
333 002 DELETE REMARK 121 SEQ _____	HQ REG RES	N	N
333 003 ACAD TESTS _____ LOC _____ CRED _____ GRD _____ ED _____	HQ REG RES	N	Y

### 51401. CIVILIAN EDUCATION (TTC 151).

1. Changes to the level of civilian education resulting from completion of courses, curriculums, programs, or tests through accredited civilian educational institutions or other approved methods must be reported. Entries also are required to correct erroneous information contained in the CMF. This item will be reported into MCTFS for officer and enlisted personnel by field units. All source documents used to enter corrections/additions to civilian education for officers will be stamped to indicate the RUC and the UD number that reported the information. These source documents will be forwarded to the CMC (MMSB-10) for insertion in the Official Military Personnel File (OMPF).

2. There must be a space between each segment of the entry as shown below. Major subject codes are listed in MCO P1080.20. Report the title of the major subject in a history statement and notify the CMC (MI) that the major subject is not listed. Report as follows:

TTC 151 001      CIV EDUC \_\_\_\_\_|

4-byte ED (YYYY) to  
indicate year left school \_\_\_\_\_|

1-byte code (Y or N) to  
indicate if graduated \_\_\_\_\_|

2-byte code to indicate the  
level of educational  
successfully completed  
(MCO P1080.20) **NOTE 1** \_\_\_\_\_|

1-byte code to indicate  
educational certificate  
(MCO P1080.20) **NOTE 2** \_\_\_\_\_|

2-byte code to indicate the  
major subject listed in  
MCO P1080.20. If the Marine  
has no major subject or if the  
Major subject is either unknown  
or not listed report two '00' (zeros) \_\_\_\_\_|

**NOTE 1:** In those cases where a Member has a high school diploma and/or 1-4 years of college, but no degree, and the education code in MCTFS is missing or erroneous, report '12LAA', '13L\*\*', '14L\*\*', '15L\*\*', or '16L\*\*'. \*\* - Represents a Major Subject Code from MCO P1080.20.

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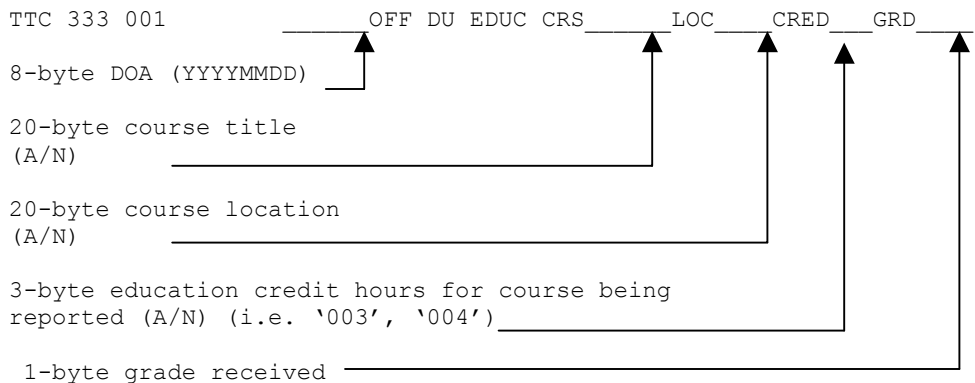
**NOTE 2:** When reporting an education level equal to '09' through '12' use one of the following major subject codes only:

<u>CODE</u>	<u>MAJOR SUBJECT</u>
AA	High School Academic - high school level
AB	High School Vocational - high school level
AC	High School Commercial - high school level
AD	High School Agricultural - high school level

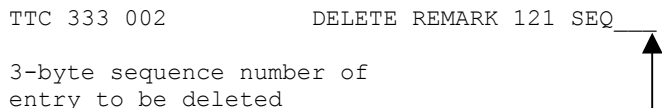
51402. OFF-DUTY EDUCATION(TTC 333).

1. Off-Duty Education Course information is reported on all Marines, regardless of component or grade. Off-duty Education Bonus Points are awarded for approved self-education courses completed and passed while in the current grade. Upon promotion to Cpl or Sgt this data element will automatically be reset to zero. A maximum of eight courses may be used to determine the number of points to be awarded. Determine the number of bonus points for each course completed and enter the total with a maximum of 7.5 points may be awarded. Approved courses and the bonus points assigned to each are as follows:

2. The off-duty education course TRNG/TMCI will accommodate 100 occurrences. The reserve education screen will only show the 20 most current courses with course number, school, location, credit, and grade. To correct MCI courses missing, or incorrect in MCTFS, contact your local MISSO for assistance. Each Marine should be interviewed to ensure **ALL** known courses have been reported. Report as follows:



3. To delete incorrect information report the following:



51403. ACADEMIC TESTS (TTC 333).

When the results of a complete high school battery (battery of five GED tests), or the results of the College Level Examination Program (CLEP) General Examination are received, report as follows: (Retesting will be reported in the same manner, do not delete the previously reported scores.)

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TTC 333 003      ACAD TESTS    LOC    CRED    GRD    ED    |

20-byte (A/N) course title \_\_\_\_\_ ↑

20-byte (A/N) course location \_\_\_\_\_ ↑

3-byte (A/N) credit hours \_\_\_\_\_ ↑

3-byte (A/N) grade received \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

**NOTE 1:** Report either General Education Diploma (GED) or College Level Examination Program (CLEP).

**NOTE 2:** Report the state that issues the equivalency certificate or diploma (i.e., 'KANSAS'). For GED's, Defense Activity for Non Traditional Education Support (DANTES) or CLEP test results, see section 4 of this chapter.

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## Section 15: MONTGOMERY G.I. BILL

### 51500. INTRODUCTION.

1. This Section contains items for reporting Montgomery G.I. Bill items. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this Section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
273 001 MGIB _____ ED _____	HQ REG	Y	Y
273 002 CHAN MGIB _____ AMT _____ ED _____	HQ REG	N	Y
906 000 RESERVE MONTGOMERY GI BILL ELIGIBLE _____	HQ RES	N	N
906 001 RESERVE MONTGOMERY GI BILL TERMINATE _____ RECOUPMENT _____	HQ RES	N	N
906 002 RESERVE MONTGOMERY GI BILL SUSPENSE _____	HQ RES	N	N
906 003 RESERVE MONTGOMERY GI BILL REINSTATE _____	HQ RES	N	N
*907 000 VIETNAM GI BILL STATUS _____	HQ RES	N	N
908 000 ACTIVE MONTGOMERY GI BILL STATUS _____	HQ REG RES	N	N
909 000 RESERVE MONTGOMERY GI BILL SIX YEAR OBLIGOR	HQ RES	N	N
910 000 MGIB SR KICKER INCNT ELIG CD _____	HQ RES	N	N
910 001 MGIB SR KICKER INCNT SUSP CD _____	HQ RES	N	N
910 002 MGIB SR KICKER INCNT TERM CD _____	HQ RES	N	N
910 003 MGIB SR KICK INCNT CD _____ BASIS CD _____ CNTL NUM _____	HQ RES	N	N
912 000 RESERVE MONTGOMERY GI BILL RECOUPMENT CHANGE _____	HQ RES	N	N

**\*NOT USED**

### 51501. ACTIVE DUTY MONTGOMERY GI BILL (MGIB) PROGRAM (TTC 273/908).

1. Members entering the armed forces on or after 1 July 1985 may elect to participate in the MGIB Program. The individual must voluntarily elect to participate in the MGIB program in order to establish a monthly contribution of \$100.00 to be deducted from the participant's monthly pay and allowances.

2. Marine recruits and Marine reservists augmenting directly to AD as their **initial** entry onto AD are given 2 weeks to sign a DD Form 2366 (MGIB Election Form) indicating participation or nonparticipation.

a. If a Marine elects to enroll, the CO will report the election **within 2 weeks of reporting for AD**. The monthly deduction of \$100 will be made beginning the month after the entry processed. The deduction will continue for 12 months, unless the Marine separates or enters a non-pay status. (Once a Marine returns to a good pay status, the monthly deduction automatically resumes.) If the Marine is separated prior to making the maximum \$1200 deduction, the MGIB deduction will terminate the month prior as appropriate. See Chapter 3, Section 3 for ECC.

b. If a Marine elects **not** to enroll, the CO will report the election **within 2 weeks of reporting for AD**. Once a Marine elects not to enroll, the election cannot be changed at a later date.

3. Circumstances concerning MGIB went into effect on 1 July 1985. Situations may exist that do not fall under these general provisions; see MCO 1560.28, Veterans Educational Assistance Benefits, for details. The following provisions apply:

a. Among other eligibility requirements, Marines must first contract for or first enter AD on or after 1 July 1985. (Prior service personnel are ineligible for MGIB.)

b. There are no provisions for suspending participation in MGIB.

c. Deductions will be suspended while a Marine is in a non-pay status.

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d. There are no provisions for disenrolling from MGIB, except when a Marine was erroneously enrolled due to administrative error or oversight.

e. There are no provisions for refunding MGIB pay reductions, except in cases of erroneous enrollment.

f. There are no provisions for making lump-sum contributions to MGIB.

g. If a Marine receives a medical or hardship discharge prior to making the maximum \$1200 contribution, benefits may be paid for the number of months contributed; no refund provision exists.

4. To report or correct MGIB-R eligibility code, report as follows:

```

TTC 273 001
Enter 'P' for participation
Or 'N' for nonparticipation
8-byte ED Marine signed
DD Form 2366 electing option
to participate or not to
participate in the MGIB (YYYYMMDD)

```

**NOTE 1: EFFECTIVE DATE MUST FALL WITHIN 60 DAYS OF THE MARINE'S CURRENT AD BEGAN DATE (CADBD).**

**NOTE 2:** When a DEL AS ERR UD is reported for an erroneously reported MGIB enrollment. A refund of all contributions previously withheld will be returned. File and retain all documents in the Marine's Service Record that support the erroneous enrollment situation. If deemed appropriate, record the circumstances on a NAVMC 118(11) entry in the Marine's Service Record.

5. The following TTC/sequence will be used to report MGIB conversion from VEAP and MGIB supplemental contributions up to \$600.00:

TTC 273 002	CHAN	MGIB	AMT	ED
1-byte alpha qualifier			↑	↑
(see <b>NOTE 1 &amp; 2</b> )				↑
3-byte numeric dollar amount up to \$600.00			↑	
8-byte effective date (YYYYMMDD)				↑

**NOTE 1:** A code of 'S' (Supplemental) will be utilized for the supplemental contribution amount, up to \$600.00. Visit <http://www.gibill.va.gov/education> for further information on MGIB supplemental contributions.

**NOTE 2:** A code of 'V' will be restricted to DFAS/KC input only, for those members converting VEAP enrollments.

5. Active Component Montgomery GI Bill (MGIB) Eligibility Status. To report or correct MGIB status, use the following statement:

TTC 908 000                      ACTIVE MONTGOMERY GI BILL STATUS

8-byte ED (YYYYMMDD)                      ↑

Code (Figure 5-4)

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51502. RESERVE COMPONENT MONTGOMERY BILL (MGIB-R) (TTC 909).

1. The eligibility period for the MGIB-R started 1 July 1985. The Notice of Basic Eligibility (NOBE) is the source document for reporting. Commissioned officers, warrant officers, and enlisted members of the SMCR who meet the following requirements are eligible:

a. Must enlist, reenlist, or extend for service in the SMCR for at least 6 years on or after 1 July 1985. (Officers must agree to serve in the SMCR for at least 6 additional years beyond any other SMCR obligation, or the date of appointment or affiliation, whichever is later).

b. Possess a high school diploma or high school equivalency credential.

c. Have completed IADT or the first increment of IADT for members in the incremental IADT program (enlisted).

d. Complete a Reserve NOBE, (DD Form 2384 or 2384-1) and a Statement of Understanding (OPNAV 1780/1).

2. Join to SMCR. MGIB-R eligibility status will be reported on all SMCR members, to include members of the Category 'P' Program, and will be current in MCTFS for each SMCR member, regardless of when they joined. The active duty site commander/I-I/supervisor is responsible for ensuring that MGIB-R data is current and accurate for all SMCR members. Join TTC's automatically post eligibility codes for those returning from IADT as well as those joining from the IRR. Commanders will ensure the correct codes post after the join cycles by viewing the MGIB screens in MCTFS (D964 MGIB for AD and D999 for Reserve).

3. Responsibilities. SMCR members who were not previously eligible may elect to become eligible by meeting the requirements. If eligibility is elected, report the 'F' code, complete a SOU, and issue a NOBE. Ensure the action date matches the Date of Basic Eligibility on the NOBE. During the annual audit process, ensure the correct MGIB-R eligibility code is contained on the BIR.

4. MGIB-R Status (All SMCR Members). To report or correct MGIB-R status for every member of the unit (if not already accurately contained in MCTFS). Report as follows:

TTC 906 000                      RESERVE MONTGOMERY GI BILL ELIGIBLE |

8-byte ED (YYYYMMDD) of  
the NOBE (block 9 of  
form 2384) or  
(block 1c of form 2384-1)

Code (Figure 5-5)

The diagram shows two arrows pointing from the text below to the MGIB-R status field. One arrow originates from the '8-byte ED' text and points to the field. The other arrow originates from the 'Code (Figure 5-5)' text and points to the same field.

**NOTE:** Only RUC's 00404, 14001, 20015 29050, 548XX, 88720, 88740, 88845, 88850, 88880, 88888, 88889, 88890 and 88891 may report this entry if the Marine does not have a D999 remark resident in MCTFS.

5. Use TTC 909 to report the date of MGIB-SR 6-year obligation for officers. (This statement is also to be used for those individuals with an eligibility start date prior to 1 October 1990 that incur an additional 6-year Selected Reserve obligation in order to receive expanded benefits for the pursuit of a second BA degree, apprenticeship training, cooperative programs, or flight training.) The reenlistment, extension, or agreement to serve in order to qualify for expanded benefits must be executed on or after 1 October 1990. Use the Statement Of Understanding as the supporting document. Report as follows:

TTC 909 000                      RESERVE MONTGOMERY GI BILL SIX YEAR OBLIGOR|

8-byte ED (YYYYMMDD)  
statement of understanding  
was executed/effectuated

The diagram shows an arrow pointing from the '8-byte ED' text to the MGIB-R status field.

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51503. SUSPENSION/REINSTATEMENT/TERMINATION OF MGIB-R ELIGIBILITY(TTC 906).

1. The occasions to suspend/reinstate Reservists' eligibility to MGIB-R are outlined in MCO 1560R.30. Report as follows:

TTC 906 002 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL SUSPENSE \_\_\_\_\_  
 TTC 906 003 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL REINSTATE \_\_\_\_\_  
 8-byte ED (YYYYMMDD) \_\_\_\_\_  
 Suspension/Reinstatement eligibility code from figure 5-6.

NOTE: Only RUC's 00404, 14001, 20015, 29050, 548XX, 88720, 88740, 88845, 88850, 88880, 88888, 88889, 88890, and 88891 may report TTC 906 003 (Reinstatement).

2. Recoupment will be reported upon termination of MGIB-R eligibility. Report as follows:

TTC 906 001 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL TERMINATE \_\_\_\_\_ RECOUPMENT \_\_\_\_\_  
 8-byte ED (YYYYMMDD) ↑  
 Termination/recoupment code from figures 5-7, 5-8

**NOTE:** To correct erroneous reporting of eligibility status code 'F' (eligible), first report an eligibility termination code of 'G' and recoupment code of '6' by using TTC 906 001. The ED will be one day after the erroneous start date. Next, report the appropriate status code 'F' by using TTC 906 000. The start date will be the date of eligibility on the NOBE.

51504. RESERVE MGIB SR KICKER INCENTIVE CODES (TTC 910).

1. To report a member's eligibility, suspension, and termination, for the MGIB-SR College Fund Kicker Incentive Program, a control number will be issued by CMC (RA) to account for the number of individuals receiving the MGIB kicker benefits.

2. To report on a member in an SMCR unit, the Marine must qualify for the MGIB SR KICKER college incentive, and must be eligible for the **basic** MGIB-SR education assistance by having a 6-year obligation. Marines **must** be in a unit or have an MOS that CMC (RAM) has designated as critical for the Reserve component. Criteria can be found in MCBuls in the 7220 series.

a. For a member's initial eligibility for the MGIB SR KICKER educational incentive, report as follows:

TTC 910 003 \_\_\_\_\_ MGIB SR KICK INCNT CD \_\_\_\_\_ BASIS CD \_\_\_\_\_ CNTL NUM \_\_\_\_\_  
 DOA (YYYYMMDD) \_\_\_\_\_  
 MGIB SR KICKER INCNT CD  
 (NOTE 1) \_\_\_\_\_  
 MGIB SR KICK BASIS CD  
 (Valid Codes: **A**, **B**, or **C**) \_\_\_\_\_  
 (NOTE 2)  
 MGIB SR KICK INCNT CONTROL  
 NUMBERS(from CMC (RA)) \_\_\_\_\_

**NOTE 1:** Valid MONTGOMERY GI BILL KICKER INCENTIVE CODES:

- (1) **RA** (\$100 per month)
- (2) **RB** (\$200 per month)
- (3) **RC** (\$350 per month)

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## NOTE 2: MONTGOMERY GI BILL INCENTIVE BASIS CODES:

- (1) **A** (critical specialty or skill duty position)
- (2) **B** (critical unit)
- (3) **C** (both critical specialty or skill duty position and critical unit)

b. To report a member's MGIB-SR-KICKER-INCENTIVE-ELIGIBILITY-CODE, report as follows:

```

TTC 910 000      _____ MGIB SR KICKER INCNT ELIG CD _____ |
                    ^                                     ^
DOA YYYYMMDD      |                                     |
(MANDATORY)        |                                     |
                    |                                     |
MGIB SR KICKER INCNT ELIG CD
(Valid codes: AD, BA, BB, BD, BE, BF) _____
  
```

**NOTE:** If no RES MGIB 999 RMK on file with a MGIB-R code 'F', 'Q', or 'T', the transaction will fail.

2. To report suspension of kicker eligibility on members whose basic MGIB-SR educational benefits have been suspended, either for **non-availability** or for **excessive unexcused absences**, report as follows:

```

TTC 910 001      _____ MGIB SR KICK INCNT SUSP CD _____ |
                    ^                                     ^
DOA YYYYMMDD (MAND) |                                     |
                    |                                     |
MGIB SR KICKER INCNT CD _____
(Valid codes: CB,CC,CD,CE,CF, OR CG)
  
```

3. A member's MGIB-SR KICKER BENEFITS may be terminated if the individual did not re-affiliate with a SMCR unit after a period of non-availability or they are declared to be an unsatisfactory participant. Report as follows:

```

TTC 910 002      _____ MGIB SR KICKER INCNT TERM CD _____ |
                    ^                                     ^
DOA YYYYMMDD      |                                     |
(MAND)            |                                     |
                    |                                     |
MGIB SR KICK INCNT TERM CD _____
(Valid codes: (DA, DB, DC, DD or DE)
  
```

51505. MGIB-R VIETNAM ERA ELIGIBILITY STATUS (TTC 907).

Only those members with a Reserve MGIB code "eligible" are required to have Vietnam Era GI Bill information reported. A member's DEAF must be from 01 Feb 1955 to 31 Dec 1976 and they must have served on active duty for 180 days or more, to be considered eligible for Vietnam Era GI Bill benefits. Report the Vietnam Era GI Bill STATUS in this transaction as either '1' or '2':

```

TTC          907 000      _____ VIETNAM GI BILL STATUS _____ |
                    ^                                     ^
8-byte DOA (YYYYMMDD) |                                     |
                    |                                     |
1-byte STATUS CODE    |                                     |
  
```



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## MGIB STATUS CODES (OFF/ENL)

<u>CODE</u>	<u>DESCRIPTION</u>
0	Ineligible - member failed to meet minimum service requirement or separated with a characterization under other than honorable or member did not receive a secondary school diploma (or equivalency certificate) before completion of service requirement.
1	Ineligible - member first entered on AD before 1 July 1985.
2	Member has not executed a declination of enrollment.
3	Ineligible - after 31 December 1976, member received a commission as an officer upon graduating from a Service Academy or completing a ROTC/NROTC scholarship educational assistance program.
4	Member enrolled and on AD for less than 3 years.
5	Member enrolled and on AD for 3 years or more.
6	Member declined enrollment.
G	Eligible - enrolled during open period, member on AD less than 3 years during The period 1 July 1985 to 30 June 1988.
H	Eligible - enrolled during open period, member first entered or first became a member on AD duty for 3 or more years during the period 1 July 1985 to 30 June 1988.
I	Members basic eligibility expired. Basic eligibility expired 10 years after The established date of basic eligibility.
J	Member enrolled prior to involuntary separation.
K	Member enrolled prior to involuntary separation and converted to MGIB from VEAP.
<b>NOTE:</b> Report 'J' if member's initial entry on active duty was prior to 1 Jul 85, and 'K' after 1 Jul 85.	
L	Enrolled; member enrolled under VSI and did not enter during VEAP era. (Member may have been previously enrolled in MGIB program.)
M	Enrolled; member enrolled under VSI and entered during VEAP era.
N	Enrolled; member enrolled under SSB and did not enter during VEAP era. (Member may have been previously enrolled in MGIB program.)
P	Enrolled; member enrolled under SSB and entered during VEAP era.
Q	Ineligible, VEAP participant who is eligible to enroll IAW PL104-275 but declined.
R	Eligible, VEAP participant who enrolled IAW PL 104-275.

**CODES 'Q', 'R', 'S' AND 'T' ARE NOT DIARY REPORTABLE.**

FIGURE 5-4--MGIB STATUS CODES (ACDU)

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### MGIB-R STATUS (OFF/ENL) CONT'D

<u>CODE</u>	<u>DESCRIPTION</u>
C	Ineligible - member has never executed a 6-year contract or service obligation in the SMCR on or after 1 July 1985.
D	Ineligible - member executed 6-year contract or service obligation, but has not completed IADT. <b>(NOTE 1)</b>
E	Ineligible - member does not have a high school diploma or high school equivalency. <b>(NOTE 2)</b>
F	Eligible - meets all requirements per MCO 1560R.30. <b>(NOTE 3)</b>
R	Eligible - disability not the result of individual's willful misconduct. (Automatically posts when a correct SPD is entered).
T	Eligible - transition assistance (ensure the ED of this transaction is equal to the date of basic eligibility on the NOBE <b>and</b> the 'T' code posts prior to a transfer to the IRR is reported).

**NOTE 1:** A reservist who does not possess a high school diploma or high school equivalency credential but has completed 12 or more college credits is eligible for MGIB-R if they meet all other eligibility criteria per MCO 1560R.30.

**NOTE 2:** Reporting Units that erroneously report eligibility of 'F', must use TTC 906 001 to report a termination code of 'G' with a recoupment code of '6' prior to reporting the correct eligibility code.

**NOTE 3:** If an erroneous eligibility status code 'F' (eligible) is reported; first report an eligibility termination code 'G' by using TTC 906 001. The ED will be one day after the erroneous start date. Next, report the appropriate status code 'F' by using TTC 906 000. The start date will be the date of eligibility on the Notice of Basic Eligibility (NOBE).

**NOTE 4:** Eligibility status code "J" is no longer valid because legislation now allows a member to obtain a higher degree while receiving MGIB-R.

FIGURE 5-5--MGIB-R STATUS (RES)

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## SUSPENSION/REINSTATEMENT OF MGIB-R ELIGIBILITY (OFF/ENL) :

CODE	DESCRIPTION
M - Eligible suspended. Awaiting determination of unsatisfactory participation. Contact MISSO-17 to reestablish eligibility for a Marine who was suspended with code M in error.	Member is an unsatisfactory participant. Action date of entry will be the date of the ninth missed IDT or the first day of the AD training period for which the reservist does not appear.
N - Eligibility suspended. Granted a period of authorized nonavailability (missionary).	Member has a religious missionary obligation. ED of the entry will be the date the Marine is transferred to the IRR. All periods of nonavailability must be approved by the CMC (RAM) or the CG, MARFORRES. Only CMC (RAM), CG, MARFORRES and MISSO-17 can input this entry. (NOTE 1)
P - Eligibility suspended. Granted a period of authorized non-availability (other).	All periods of non-availability must be approved by the CMC (RAM) or the CG, MARFORRES. Action date of the entry will be the date of the Marine's transfer to the IRR. Only CMC (RAM), COMMARFORRES and MISSO-17 can input this entry. (NOTE 1)
Q - Eligibility reinstated following a period of authorized non-availability	Eligibility can be reinstated only when Previously suspended with codes N and P ED of the entry will be the date the Individual returns to the SMCR (NOTE 2, 3)

**NOTE 1:** The CG, MARFORRES is responsible for reporting MGIB-R suspension codes 'N' and 'P' prior to effecting a transfer on the UD, ensure that code 'N' or 'P' (as applicable) has posted in the MCTFS. If the suspension code has not posted, contact the COMMARFORRES.

**NOTE 2:** Reinstate eligibility when member returns to the SMCR, provided the return is within the period specified in MCO 1560R.30. Requests for extension of the Mandatory Drill Participation (MDP) will be routed via MISSO-17. The IDT obligation will be extended to cover the period of the suspension; i.e., the period should be from the date after TR to the IRR to the date prior to the join back to the SMCR.

**NOTE 3:** Members that are reinstated after a period of authorized absence and have an initial entry date after 1 Jul 1985 must have their MDP date adjusted.

FIGURE 5-6--SUSPENSION/REINSTATEMENT OF MGIB-R

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### TERMINATION/RECOUPMENT OF MGIB-R (OFF/ENL):

<u>CODE</u>	<u>DESCRIPTION</u>
G - Eligibility terminated	Correction of erroneous reporting of eligibility Code 'F'. <b>(NOTE)</b> .
K - Eligibility terminated	Member in receipt of financial assistance from an ROTC/NROTC scholarship program or a military service academy.
L - Eligibility terminated. (Code 'L' will be computer-generated and does not have to be reported on the UD.)	Member deceased, separated, or transferred from the SMCR. MGIB-R eligibility terminates upon voluntary transfer to the IRR.
H - Eligibility terminated. Unsatisfactory participant.	Automatically posts when appropriate SPD is entered.
S - Ineligible - eligibility terminated	Marines who gained entitlement to the MGIB-R on or after 29 November 1989, lose eligibility when assigned to the AR program. ED will be the date transferred to the AR Program.

**NOTE.** If an erroneous MGIB-R eligibility code of 'C', 'D', or 'E' is reported, correct the discrepancy by reporting the same statement with the appropriate status code.

FIGURE 5-7--TERMINATION/RECOUPMENT CODES

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### RECOUPMENT OF MGIB-R ELIGIBILITY (OFF/ENL):

<u>CODE</u>	<u>DESCRIPTION</u>
1	Recoupment not required
2	Recoupment required, not waived (CMC (RAM)/MISSO-17 only)
3	Recoupment required, waived (CMC (RAM)/MISSO-17 only)
6	Recoupment not required, for correction of eligibility start date used with "G" code

**NOTE 1:** Recoupment is not required for members augmented to an active component or for members ordered to EAD. A recoupment code of '1' will automatically be generated when a Computer-generated termination code of 'L' automatically posts.

**NOTE 2:** Request for relief from recoupment action must be forwarded, with full justification, to the CMC (RAM) via the Marine's chain of command. Such relief will only be made when the failure to participate is due to circumstances beyond the individual Marine's control. Termination and recoupment codes will be reported by MISSO-17 upon determination from the CMC (RAM).

FIGURE 5-8--RECOUPMENT OF MGIB-R ELIGIBILITY

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### Section 16: MONTGOMERY GI BILL ENROLLMENT FOR CERTAIN VEAP PARTICIPANTS

#### 51600. INFORMATION.

Eligible members who have used some of their entitlements under the Veterans Education Assistance Program (VEAP) may elect to enroll in the Montgomery GI Bill (MGIB) program. They are entitled to a total of not more than 48 months of federally legislated educational benefits. If a service member used 18 months of benefits under VEAP, he/she would still qualify for 30 months of benefits under the MGIB. Regardless of the amount of benefits remaining, an election to enroll under this provision requires a \$2700 contribution. For a service member to determine the amount of VEAP benefits used, they may contact the Department of Veterans Affairs at 1-888-442-4551 or <http://www.gibill.va.gov/education>.

#### 51601. ELIGIBILITY FOR MGIB ENROLLMENT FOR CERTAIN VEAP PARTICIPANTS.

1. VEAP participants have the option, until 31 October 2001, to convert their VEAP benefits to MGIB if they:

- a. Initially entered the service between 1 January 1977 and 30 June 1985
- b. Were enrolled in VEAP on or before 9 October 1996
- c. Were on continuous active duty from 9 October 1996 through 1 April 2000
- d. Completed a high school diploma or equivalency prior to applying for benefits
- e. Have received an honorable discharge or separation from active duty

2. All former VEAP participants must make a mandatory, irrevocable decision to either enroll or decline enrollment in the MGIB program. VEAP participants will be identified on listings provided by HQMC (MRV) to all base education centers and to DFAS PMCRF/KC. The base education officer will notify all eligible Marines of this conversion opportunity. A Marine appearing on the list will be considered eligible. Inquiries regarding the eligibility for a Marine not appearing on the list and inquiries for other complex cases may be directed to DFAS PMCRF/KC, at DSN 465-7050 or commercial (816) 926-7050.

3. The base education office will counsel and guide all eligible Marines through the completion of the following forms:

VA form 5281 or 24-5281 (VEAP disenrollment/refund form)  
DD form 2366 (Montgomery GI Bill Act of 1984)  
Method of Payment Memo  
Counseling Form

4. VEAP participants must request disenrollment/refund from VEAP prior to enrolling in the MGIB, but do not have to necessarily receive their VEAP refund prior to MGIB enrollment. The education office will telefax the executed VA form 5281 or 24-5281 to DFAS PMCRF/KC, DSN 465-3129 or commercial (816) 926-3129.

5. DFAS PMCRF/KC will process all VEAP disenrollment requests and then forward the VA form 5281 or 24-5281 to the VA for refund processing. VEAP refunds will be made directly to Marines by the VA.

6. **Methods of payment for MGIB enrollment.** Marines may elect the following method of payment: (NOTE: Payments made/deducted will reduce a Marine's taxable wages.)

- a. A lump-sum payment of \$2,700.
- b. Combination of a lump-sum payment (e.g., \$700 or \$1000) and a monthly pay deduction payable in 18 months or less.
- c. Installments payable in 18 months. (The minimum monthly installment amount is \$150.)

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### 7. Lump-sum contributions of \$2,700.

a. VEAP participants, who elect to participate in the MGIB program, will have all the required documents completed as stated above before forwarding the package to their servicing Disbursing Officer/Finance Officer. When the Marine elects enrollment in the MGIB program with a lump-sum payment of \$2,700, payment may be made by cash, bank draft, certified check, or money order made payable to the U.S. Treasury. Personal checks **WILL NOT** be accepted. The method of payment memo prepared by the base education office must state that the Marine agrees to make a \$2,700 lump-sum contribution. The education office must ensure the Marine is provided a copy of the package.

b. Commanding Officers are not authorized to report any unit diary entries provided below on Marines who elect to convert their educational benefits from VEAP to MGIB. The required entries (TTC 513/000 (CRED CASH DEP) and TTC 693/003 (CHECKAGE TAX CODE 3) will be run by Disbursing Officers/Finance Officers/DFAS KC. (Refer to PAA 14-01 for additional information.)

### 8. Partial Lump-sum payment and monthly installment amount payable in 18 Months or less.

a. VEAP participants who elect to participate in the MGIB Program are to have all of the required documents completed (as indicated in PAAN 14-01) before forwarding the package to the DO/FO. When a Marine elects enrollment in the MGIB program and is going to make a partial lump-sum payment (e.g. \$700 or \$1200) and a monthly installment amount, CO's are to follow the procedures stated in PAAN 14-01.

b. The method of payment memo prepared by the base education office must state both the partial lump-sum payment amount and the monthly pay deduction amount payable in 18 months or less agreed to by the Marine. The Marine must be provided a copy of the package.

c. DO's/FO's are not to report any diary entries for partial lump-sum, but are required to follow the procedures stated in PAAN 14-01. The monthly deduction amount requested by the Marine will be reported by DFAS-PMCRF/KC.

**NOTE:** For Marines who are going to be discharged/separated, a lump-sum payment cannot be withheld from a Marine's final settlement. A cash deposit must be made and a DD Form 1131 must be prepared.

### 9. Monthly pay deduction of \$150 or more.

a. When a Marine elects to make monthly payments by pay deductions payable within 18 months, the method of payment memo prepared by the base education office must state the monthly pay deduction amount that the Marine agrees to. Completed MGIB packages sent to DFAS-PMCRF/KC will be forwarded by a transmittal letter showing the Marine's name and SSN to DFAS-KC, Director, Military Pay Operations, (PMCRF) Kansas City, MO 64197-00001. Do not forward the package to your servicing DO/FO.

**NOTE:** A Marine must have at least 18 months of active duty remaining when electing the \$150 minimum payment option. If a member is due to retire within 18 months and will not be able to complete the full \$2700 contribution, the member is to contact the VA to make arrangements for deductions from their retired/retainer pay.

b. To report MGIB conversion from VEAP and MGIB supplemental contributions up to \$600.00, report as follows:

TTC 273 002	CHAN MGIB	AMT	ED
1-byte alpha qualifier ( 'S' or 'V' - <b>NOTE</b> )	↑	↑	↑
3-byte numeric dollar amount up to \$600.00		↑	↑
8-byte ED (YYYYMMDD)			↑

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**NOTE:** A code of 'S' (Supplemental) will be utilized for the supplemental contribution amount, up to \$600.00. Visit <http://www.gibill.va.gov/education> for further information on MGIB supplemental contributions. A code of 'V' will be restricted to DFAS/DC input only, for those members converting VEAP enrollments.



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## Section 17: VETERANS EDUCATIONAL ASSISTANCE (VEAP)

### 51700. INTRODUCTION.

1. Detailed reporting information for VEAP is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg or Res. Type transaction code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
199 000 STRT VEAP \$ 25.00	HQ REG	N	N
199 001 STRT VEAP \$ 30.00	HQ REG	N	N
199 002 STRT VEAP \$ 35.00	HQ REG	N	N
199 003 STRT VEAP \$ 40.00	HQ REG	N	N
199 004 STRT VEAP \$ 45.00	HQ REG	N	N
199 005 STRT VEAP \$ 50.00	HQ REG	N	N
199 006 STRT VEAP \$ 55.00	HQ REG	N	N
199 007 STRT VEAP \$ 60.00	HQ REG	N	N
199 008 STRT VEAP \$ 65.00	HQ REG	N	N
199 009 STRT VEAP \$ 70.00	HQ REG	N	N
199 010 STRT VEAP \$ 75.00	HQ REG	N	N
199 011 STRT VEAP \$ 80.00	HQ REG	N	N
199 012 STRT VEAP \$ 85.00	HQ REG	N	N
199 013 STRT VEAP \$ 90.00	HQ REG	N	N
199 014 STRT VEAP \$ 95.00	HQ REG	N	N
199 015 STRT VEAP \$ 100.00	HQ REG	N	N
200 000 STOP VEAP	HQ REG	N	N
201 000 CH VEAP \$ 25.00	HQ REG	N	N
201 001 CH VEAP \$ 30.00	HQ REG	N	N
201 002 CH VEAP \$ 35.00	HQ REG	N	N
201 003 CH VEAP \$ 40.00	HQ REG	N	N
201 004 CH VEAP \$ 45.00	HQ REG	N	N
201 005 CH VEAP \$ 50.00	HQ REG	N	N
201 006 CH VEAP \$ 55.00	HQ REG	N	N
201 007 CH VEAP \$ 60.00	HQ REG	N	N
201 008 CH VEAP \$ 65.00	HQ REG	N	N
201 009 CH VEAP \$ 70.00	HQ REG	N	N
201 010 CH VEAP \$ 75.00	HQ REG	N	N
201 011 CH VEAP \$ 80.00	HQ REG	N	N
201 012 CH VEAP \$ 85.00	HQ REG	N	N
201 013 CH VEAP \$ 90.00	HQ REG	N	N
201 014 CH VEAP \$ 95.00	HQ REG	N	N
201 015 CH VEAP \$ 100.00	HQ REG	N	N

### 51701. VEAP (TTC 199/200/201).

1. Effective 1 April 1987, VEAP was suspended and no new enrollment will be accepted. Marines who initially enrolled in the VEAP before that date remain eligible for the program, even if they have suspended or discontinued their enrollment.
2. A UD entry is required to commence the Marine's participation in the VEAP and the payroll deduction. The entry must include a valid specified amount to be deducted. This amount cannot be less than \$25 nor more than \$100, in increments of \$5, and are expressed by showing the actual dollar figures followed by a decimal point and two zeros (as indicated). Use the appropriate statement to commence the deduction for a VEAP contribution:

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199 000	STRT VEAP \$ 25.00
199 001	STRT VEAP \$ 30.00
199 002	STRT VEAP \$ 35.00
199 003	STRT VEAP \$ 40.00
199 004	STRT VEAP \$ 45.00
199 005	STRT VEAP \$ 50.00
199 006	STRT VEAP \$ 55.00
199 007	STRT VEAP \$ 60.00
199 008	STRT VEAP \$ 65.00
199 009	STRT VEAP \$ 70.00
199 010	STRT VEAP \$ 75.00
199 011	STRT VEAP \$ 80.00
199 012	STRT VEAP \$ 85.00
199 013	STRT VEAP \$ 90.00
199 014	STRT VEAP \$ 95.00
199 015	STRT VEAP \$100.00

**NOTE:** The first deduction from pay will always be effected the month following the month the start entry is successfully processed at the central site. There are no retroactive processing requirements for commencing a VEAP deduction.

3. A stop entry will be reported to suspend or terminate VEAP.

a. A Marine may suspend participation without disenrollment or may terminate participation and disenroll from the VEAP.

b. The UD statement used to temporarily suspend the VEAP deductions from the MMPA or to terminate participation in VEAP is the same. Deductions may be temporarily suspended for a participant and restarted at a later date by reporting the STOP and STRT VEAP UD statements. A participant may be disenrolled from the VEAP by reporting the STOP VEAP UD statement and then complying with the procedural instructions contained in MCO P7220.31. Use the following statement to temporarily suspend participation in VEAP:

TTC 200 000                      STOP VEAP

c. Stops for reasons other than voluntary will be achieved by automatic processes.

(1) Computer processing of retirement, discharge, or death will automatically terminate the VEAP deduction. The ECC will automatically suspend the VEAP deduction. The last deduction will be effected the month preceding the action date.

(2) A nonaccrual pay condition status (such as UA or desertion) at the time of the midmonth update and extract (U&E) routine will automatically suspend the VEAP deduction, effecting the last deduction from pay the month preceding the date of action.

(3) Reaching the maximum limitation of \$2700 in contributions will generate an automatic termination of the VEAP deduction by the computer.

4. Resuming a VEAP deduction from a voluntary or automatic suspension is permitted when requested by the Marine.

a. A UD entry is required to resume the Marine's VEAP contributions that were previously suspended. The entry must include the valid monthly amount to be deducted. Use the statement from subparagraph 8, below, to resume VEAP.

b. The deduction from pay will be resumed effective the month following the month of processing at the central site.

5. The VA will permit disenrollment from the VEAP and will refund the Marine's contributions under certain conditions, see MCO 1560.28. If the disenrolled Marine again desires to participate in the VEAP, the reenrollment will require the same procedures specified in subparagraph 2, above.

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6. Current changes are permitted; for example, increases or decreases in the monthly deduction amount. Changes in the amount must be in increments of \$5. The new monthly deduction amount cannot be less than \$25 nor more than \$100.

a. A UD entry is used to change the monthly deduction amount. The entry is reported so that no new start and stop dates are created. The entry will include the new amount to be deducted from pay. Use the appropriate statement shown below to change the monthly deduction amount:

201 000	CH VEAP \$ 25.00
201 001	CH VEAP \$ 30.00
201 002	CH VEAP \$ 35.00
201 003	CH VEAP \$ 40.00
201 004	CH VEAP \$ 45.00
201 005	CH VEAP \$ 50.00
201 006	CH VEAP \$ 55.00
201 007	CH VEAP \$ 60.00
201 008	CH VEAP \$ 65.00
201 009	CH VEAP \$ 70.00
201 010	CH VEAP \$ 75.00
201 011	CH VEAP \$ 80.00
201 012	CH VEAP \$ 85.00
201 013	CH VEAP \$ 90.00
201 014	CH VEAP \$ 95.00
201 015	CH VEAP \$100.00

b. The new amount will be deducted from the Marine's pay effective the month following the month the entry is processed at the central site.

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## Section 18: FINANCIAL ASSISTANCE PROGRAM (FAP)

### 51800. INTRODUCTION.

1. The FAP section includes both the Marine Corps Financial Assistance Program (MCFAP) and Marine Corps College Tuition Assistance Program (MCTAP) including the Start, Stop and Start or Stop Recoupment. Detailed reporting information is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ only. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
851 000 START PLC MCFAP (FULL YEAR) EFF _____	HQ	N	N
851 001 START PLC MCFAP (ONE SEMESTER) EFF _____	HQ	N	N
851 002 START PLC MCFAP - TERM____TO____	HQ	N	N
851 003 STOP PLC MCFAP RECOUPMENT	HQ	N	N
851 004 STOP PLC MCFAP NO RECOUPMENT	HQ	N	N
851 005 STOP PLC MCFAP - TERM____TO____	HQ	N	N
851 006 START PLC MCCTAP (FULL YEAR) \$____.____EFF____	HQ	N	N
851 007 START PLC MCCTAP (ONE SEMESTER) \$____.____EFF____	HQ	N	N


### 51801. MARINE CORPS FINANCIAL ASSISTANCE PROGRAM (MCFAP) (TTC 851).

1. The Marine Corps Financial Assistance Program (MCFAP) allows an electronic fund transfer (EFT) stipend payment to be made to a Platoon Leader Class (PLC) Marine to help with college tuition expenses. The stipend payment is based on a monthly amount not to exceed 9 months in a school year and a maximum of 3 years total payments. The MCFAP data will be retained in the stipend (974) remark on the MCTFS. The following statements will be utilized to report stipend payments.

a. A stipend payment may be issued for a full year payment (2 semesters), partial year payment (1 semester) or a term payment (period to period not to exceed 4 months).

- b. Use the following statement to start a stipend payment:

TTC 851 000            START PLC MCFAP (FULL YEAR) EFF \_\_\_\_\_| (CMC (MCRC)


8-byte ED (YYYYMMDD) \_\_\_\_\_ 

c. For a full payment the ED cannot not be July, and can only be in the current school year (i.e., Aug 97 through Jun 98 for current 98 school year.)

d. Partial Year PLC MCFAP payment will generate one EFT payment which will be half of the full year amount from the ED through the semester (i.e., if the semester ED is Aug thru Dec then the semester will be from the ED through Dec 31. If the semester ED is Jan thru Jun then the semester will be from the ED through 30 Jun). An amount of less than half will not be generated.

- e. Use the following statement to report a partial payment:

TTC 851 001            START PLC MCFAP (ONE SEMESTER) EFF \_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_ 

f. For a partial payment the ED can only be in the current school year (i.e., Aug thru Dec 1999 or Jan thru Jun 2000 is the current school year).

g. A term stipend payment will generate one EFT payment for the number of months reported (i.e., if the period reported is Dec thru Feb, then the number of months will be 3 times the monthly rate for stipend payment). A payment will not generate for more than 4

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months total payment.

h. Use the following statement to report a Term payment:

TTC 851 002                      START PLC MCFAP - TERM\_\_\_\_\_TO\_\_\_\_\_

8-byte FROM/TO PERIOD (YYYYMMDD)

i. For a term payment the reported period can not be July and can only be in the current year.

j. The stop with recoupment will generate a checkage for the full amount in the most current stipend (974) remark's total accumulated balance amount. The checkage will cover all stipend payments received for all school years. The stop with no recoupment will not generate a checkage.

k. Use the following statement to report a stop payment:

TTC 851 003 STOP PLC MCFAP RECOUPMENT|

TTC 851 004 STOP PLC MCFAP NO RECOUPMENT|

2. The stop term will generate a checkage for the amount in the stipend (974) current school year balance for the period reported only.

TTC 851 005	STOP PLC MCFAP - TERM	TO	
-------------	-----------------------	----	--

8-byte FROM/TO period (YYYYMMDD)

**NOTE 1:** The period can only be in the current school year (i.e., Aug through Dec 1999 or Jan through Jun 2000 is a current school year).

**NOTE 2:** To recoup or adjust for a period year, the data to be reported/adjusted must be provided to DFAS-KCC and inquiries by CMC.

51802. MARINE CORPS COLLEGE TUITION ASSISTANCE PROGRAM (MCCTAP) (TTC 851).

This transaction will allow HQMC the capability to start/stop a MCCTAP entitlement for the current school year only. MCCTAP is an additional tuition assistance program for Marines in PLC including PLC lawyers. The program is for expenses of the member while pursuing on a full time basis at an institution of higher education, a program of education approved by the Secretary that leads to a baccalaureate degree or a doctor of jurisprudence or bachelor of laws degree. Members are entitled up to a maximum of \$5,200.00 per year or \$2,600.00 per semester. This program is in addition to the MCFAP payment a member might receive. **NOTE:** The two amounts (MCFAP/MCCTAP) should **not** be combined. Report as follows:

851 006 START PLC MCCTAP (FULL YEAR) \$ . EFF | (CMC 54893 only)

4-byte dollar/2-byte cents amount.

8-byte ED (YYYYMMDD)

or

851 007 START PLC MCCTAP (ONE SEMESTER) \$ . EFF | (CMC 54893 only)

4-byte dollar/2-byte cents amount

8-byte ED (YYYYMMDD)

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## CHAPTER 6 ASSIGNMENT/UNIT INFORMATION

### REFERENCES:

1. Title 10 U.S.C. 270
2. Title 10 U.S.C. 675.
3. Title 10 U.S.C. 12774.
4. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). <http://www.dtic.mil/comptroller/fmr/>
5. Navy Comptroller Manual, Volume 4, Appendix B.
6. MCO P1000.6, Assignment Classification and Travel Systems Manual (ACTS Manual).
7. MCO P1001R.1, Marine Corps Reserve Administrative Management Manual (MCRAMM).
8. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IADT) Program
9. MCO 1001R.56 Active Duty Special Work (ADSW)-Reserve Component
10. MCO P1040.31 Enlisted Career Planning and Retention Manual
11. MCO P1040R.35 Reserve Career Planning and Retention Manual
12. MCO 1040.43 Enlisted to Officer Commissioning Programs
13. MCO P1050.3 Regulations for Leave, Liberty, and Administrative Absence
14. MCO 1050.16 Appellate Leave Awaiting Punitive Separation
15. MCO P1070.12 Marine Corps Individual Records Administration Manual (IRAM)
16. MCO P1080.20, Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
17. MCO P1100.72 MPPM Enlisted Procurement Manual
18. MCO P1100.73 MPPM Officer Procurement Manual
19. MCO 1130.56 Total Force Recruiting
20. MCO P1200.7, Military Occupational Specialties Manual (MOS Manual).
21. MCO 1306.16 Conscientious Objectors
22. MCO 1326.5 Automated Order Writing Process (AWOP)
23. MCO 1500R.36, Training/Pay Category Program.
24. MCO 1560R.30 MGIB-R
25. MCO P1741.8 Government Life Insurance Manual
26. MCO P1751.3 BAH for Marines with Dependents
27. MCO P1900.16, Marine Corps Separation and Retirement Manual (MARCORSEPMAN).
28. MCO P3040.4 Marine Corps Casualty Procedures Manual
29. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM).

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- 30. MCO 5300.3 FMF Personnel Assistance Program
- 31. MCO 5800.10A Return of USMC Absentees
- 32. MCO P5800.16 Legal Administration Manual
- 33. MCO 6320.2 Administration and Processing of Hospitalized Marines
- 34. MCO P7300.8, Financial Accounting Manual, (FAM)
- 35. MCO 10110.34 USMC Food Service and Subsistence Program
- 36. MCO P10120.28 Individual Clothing Regulations

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## SECTION 1: AUTOMATED ORDERS WRITING

### 60100. INTRODUCTION.

1. This Section pertains to Automated Orders Writing. Detailed reporting information is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR		
016 001 RETRANS ORD			HQ REG	N	N
370 000 ORD CANC ACK			REG	N	N
370 001 ORD ISS ACK			REG	N	N
370 003 ORD MOD NUMBER ___ACK			REG	N	N

### 60101. AUTOMATED ORDERS WRITING PROCESS (AOWP) (TTC 016/370).

1. The AOWP is a system available for issuing Permanent Change of Station (PCS) Orders via the MCTFS. The AOWP is defined in MCO 1326.5.
2. CMC (MMEA/MMOA/RAM) uses the AOWP to input orders action statements, and the accompanying history statements containing the orders data, into MCTFS.
3. Once PCS orders data is entered into MCTFS via the AOWP, a PCS Orders advisory is created during the field processing at the appropriate SDPI. The advisory appears on the DFR of a Command Reporting Unit Code (CRUC), which is the senior RUC of the senior command within an MCC that has the authority to issue PCS orders. A listing of CRUC's is found in MCO P1080.20. Each advisory contains the orders data for a member of that command who is in receipt of PCS orders. Hard copies of the AOWP are mailed to the CRUC's/RU's as applicable.
4. The CRUC, upon receipt of the hard copy AOWP PCS Orders, is required to submit a UD statement acknowledging receipt of the AOWP and signifying that appropriate action has been/will be taken based on the AOWP received. Standard identification for the Marine concerned will be used in the UD. The below statements are to be reported to acknowledge issuance/modification/cancellation of PCS Orders:

TTC 370 001	ORD ISS ACK
TTC 370 003	ORD MOD NUMBER ___ACK
MODIFICATION NUMBER _____ (1 byte 1-9)	↑
TTC 370 000	ORD CANC ACK

5. In the event orders are issued and the CRUC is not in receipt of the hard copy AOWP, the CRUC may request retransmission of the PCS Orders with the following entry:

TTC 016 001	RETRANS ORD
-------------	-------------

**NOTE 1:** RETRANS ORD will not produce another copy of orders already acknowledged. In addition, RETRANS ORD will generate a copy of all orders, including modifications and cancellations, that have not been acknowledged.

**NOTE 2:** RU'S MUST REPORT ACKNOWLEDGEMENT OF RECEIPT BY UD WHEN A MARINE'S ORDERS POST TO MCTFS.

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## SECTION 2: JOINS

### 60200. INTRODUCTION.

1. This Section contains information pertaining to Joins. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR		
019 000 JOIN ERRON		HQ REG		N	N
020 000 JOIN RUC MCC ADMINDISCP		REG		Y	N
020 001 JOIN RUC MCC ADMINDISCP ON IDT		REG		Y	N
020 002 JOIN RUC MCC ATTEND FED ACAD		REG		Y	N
020 003 JOIN RUC MCC AVNTRNG		REG		Y	N
020 004 JOIN RUC MCC AVNTRNG ON IADT		REG		Y	N
020 005 JOIN RUC MCC CNFT ATLGCM		REG		Y	N
020 006 JOIN RUC MCC CNFT ATLGCM ON IADT		REG		Y	N
020 007 JOIN RUC MCC DU		HQ REG RES		Y	N
020 008 JOIN RUC MCC DU ON IADT		REG		Y	N
020 009 JOIN RUC MCC FFT OTHER MCC		REG		Y	N
020 010 JOIN RUC MCC FFT OTHER MCC ON IADT		REG		Y	N
020 011 JOIN RUC MCC GCM		REG		Y	N
020 012 JOIN RUC MCC GCM ON IADT		REG		Y	N
020 013 JOIN RUC MCC GCM TLPALW ON IADT		REG		Y	N
020 014 JOIN RUC MCC HOSP BC ON IADT		REG		Y	N
020 015 JOIN RUC MCC HOSP OTHER MCC		REG		Y	N
020 016 JOIN RUC MCC HOSP OTHER MCC ON IADT		REG		Y	N
020 017 JOIN RUC MCC OTHER		REG		Y	N
020 018 JOIN RUC MCC RECRUIT		REG		Y	N
020 019 JOIN RUC MCC RECRUIT ON IADT		REG		Y	N
020 020 JOIN RUC MCC SEP OTHER MCC		REG		Y	N
020 021 JOIN RUC MCC SEP OTHER MCC ON IADT		REG		Y	N
020 022 JOIN RUC MCC TEM ADMINDISCP		REG		Y	N
020 023 JOIN RUC MCC TEM ADMINDISCP ON IADT		REG		Y	N
020 024 JOIN RUC MCC TEM CNFT ATLGCM		REG		Y	N
020 025 JOIN RUC MCC TEM CNFT ATLGCM ON IADT		REG		Y	N
020 026 JOIN RUC MCC TEM DU		REG		Y	N
020 027 JOIN RUC MCC TEM DU ON IADT		REG		Y	N
020 028 JOIN RUC MCC TEM FFT OTHER MCC		REG		Y	N
020 029 JOIN RUC MCC TEM FFT OTHER MCC ON IADT		REG		Y	N
020 030 JOIN RUC MCC TEM AVN REPL		REG		Y	N
020 031 JOIN RUC MCC TEM GND REPL		REG		Y	N
020 032 JOIN RUC MCC TEM GCM		REG		Y	N
020 033 JOIN RUC MCC TEM GCM ON IADT		REG		Y	N
020 034 JOIN RUC MCC TEM GCM TLPALW		REG		Y	N
020 035 JOIN RUC MCC TEM GCM TLPALW ON IADT		REG		Y	N
020 036 JOIN RUC MCC TEM HOSP BC		REG		Y	N
020 037 JOIN RUC MCC TEM HOSP BC ON IADT		REG		Y	N
020 038 JOIN RUC MCC TEM HOSP FR CBT UNIT		REG		Y	N
020 039 JOIN RUC MCC TEM HOSP FR CBT UNIT ON IADT		REG		Y	N
020 040 JOIN RUC MCC TEM HOSP OTHER MCC		REG		Y	N
020 041 JOIN RUC MCC TEM HOSP OTHER MCC ON IADT		REG		Y	N
020 042 JOIN RUC MCC TEM OTHER		REG		Y	N
020 043 JOIN RUC MCC TEM SEP OTHER MCC		REG		Y	N
020 044 JOIN RUC MCC TEM SEP OTHER MCC ON IADT		REG		Y	N
020 045 JOIN RUC MCC WHILE UA		REG		Y	N
020 046 JOIN RUC MCC TEMAVN REPL ON IADT		REG		Y	N
020 047 JOIN RUC MCC TEM GND REPL ON IADT		REG		Y	N

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020 048	JOIN RUC	MCC	DU	RES	Y	N
020 060	JOIN RUC	MCC	DU FR RELACDU IMA REQ	RES	N	N
020 062	JOIN RUC	MCC	DU FR IRR IMA REQ	RES	Y	N
020 065	JOIN RUC	MCC	DU FR RET IMA REQ	RES	Y	N
020 072	JOIN RUC	MCC	IRR FR SMCR ADT REQ 30	RES	Y	N
020 074	JOIN RUC	MCC	IRR FR SMCR ADT REQ 00	RES	Y	N
020 075	JOIN RUC	MCC	IRR FR MTU ADT REQ 30	RES	Y	N
020 077	JOIN RUC	MCC	IRR FR MTU ADT REQ 00	RES	Y	N
020 078	JOIN RUC	MCC	IRR FR RELACDU ADT REQ 30	RES	Y	N
020 080	JOIN RUC	MCC	IRR FR RELACDU ADT REQ 00	RES	Y	N
020 081	JOIN RUC	MCC	IRR FR ASL AGR YRS ADT REQ 0	RES	Y	N
020 083	JOIN RUC	MCC	IRR FR ASL AGR YRS ADT REQ 00	RES	Y	N
020 084	JOIN RUC	MCC	IRR FR ISL AGR YRS ADT REQ 30	RES	Y	N
020 086	JOIN RUC	MCC	IRR FR ISL AGR YRS ADT REQ 00	RES	Y	N
020 087	JOIN RUC	MCC	IRR FR RET AGR YRS ADT REQ 30	RES	Y	N
020 089	JOIN RUC	MCC	IRR FR RET AGR YRS ADT REQ 00	RES	Y	N
020 091	JOIN RUC	MCC	ASL STANDBY FR SMCR	RES	Y	N
020 092	JOIN RUC	MCC	ASL STANDBY FR MTU	RES	Y	N
020 093	JOIN RUC	MCC	ASL STANDBY FR IRR	RES	Y	N
020 094	JOIN RUC	MCC	ASL STANDBY FR RELACDU	RES	Y	N
020 095	JOIN RUC	MCC	ASL STANDBY FR ISL	RES	Y	N
020 096	JOIN RUC	MCC	ASL STANDBY FR RET	RES	Y	N
020 097	JOIN RUC	MCC	STANDBY KFED EMPL FR SMCR	RES	Y	N
020 098	JOIN RUC	MCC	STANDBY KFED EMPL FR MTU	RES	Y	N
020 099	JOIN RUC	MCC	STANDBY KFED EMPL FR IRR	RES	Y	N
020 100	JOIN RUC	MCC	STANDBY KFED EMPL FR RELACDU	RES	Y	N
020 101	JOIN RUC	MCC	STANDBY KFED EMPL FR ISL	RES	Y	N
020 102	JOIN RUC	MCC	STANDBY KFED EMPL FR RET	RES	Y	N
020 103	JOIN RUC	MCC	STANDBY ISL FR SMCR	RES	Y	N
020 104	JOIN RUC	MCC	STANDBY ISL FR MTU	RES	Y	N
020 105	JOIN RUC	MCC	STANDBY ISL FR IRR	RES	Y	N
020 106	JOIN RUC	MCC	STANDBY ISL FR ASL	RES	Y	N
020 107	JOIN RUC	MCC	STANDBY ISL FR RELACDU	RES	Y	N
020 108	JOIN RUC	MCC	STANDBY ISL FR RET	RES	Y	N
020 109	JOIN RUC	MCC	FLEET	RES	Y	N
020 114	JOIN RUC	MCC	RET ELIG AGE 60 FR SMCR	RES	Y	N
020 115	JOIN RUC	MCC	RET ELIG AGE 60 FR IRR	RES	Y	N
020 116	JOIN RUC	MCC	RET ELIG AGE 60 FR ASL	RES	Y	N
020 117	JOIN RUC	MCC	RET ELIG AGE 60 FR ISL	RES	Y	N
020 118	JOIN RUC	MCC	RET NOT ELIG FR SMCR	RES	Y	N
020 119	JOIN RUC	MCC	RET NOT ELIG FR IRR	RES	Y	N
020 120	JOIN RUC	MCC	RET NOT ELIG FR ASL	RES	Y	N
020 121	JOIN RUC	MCC	RET NOT ELIG FR ISL	RES	Y	N
020 122	JOIN RUC	MCC	RET REG USMC	RES	Y	N
020 123	JOIN RUC	MCC	RET PDRL	RES	Y	N
020 124	JOIN RUC	MCC	RET TDRL	RES	Y	N
020 125	JOIN RUC	MCC	DU FR ACTIVE DUTY IMA REQ	RES	Y	N
020 127	JOIN RUC	MCC	IRR FR ACTIVE DUTY ADT REQ 00	RES	Y	N
020 129	JOIN RUC	MCC	IRR FR ACTIVE DUTY ADT REQ 30	RES	Y	N
020 130	JOIN RUC	MCC	STANDBY KFED EMPL FR ACTIVE DUTY	RES	Y	N
020 131	JOIN RUC	MCC	STANDBY ASL FR ACTIVE DUTY	RES	Y	N
020 137	JOIN RUC	MCC	RET ELIG AGE 60 FR MTU	RES	Y	N
020 138	JOIN RUC	MCC	RET NOT ELIG FR MTU	RES	Y	N
020 141	JOIN RUC	MCC	MTU FR MTU	RES	Y	N
020 142	JOIN RUC	MCC	DU FR IADT IDT REQ 48	RES	Y	N
020 143	JOIN RUC	MCC	DU FR ACTIVE DUTY IDT REQ 48	RES	Y	N
020 144	JOIN RUC	MCC	DU FR RET IDT REQ 48	RES	Y	N
020 145	JOIN RUC	MCC	DU FR RELACDU IDT REQ 48	RES	Y	N
020 147	JOIN RUC	MCC	DU FR IRR IDT REQ 48	RES	Y	N
020 150	JOIN RUC	MCC	MTU	RES	Y	N
020 151	JOIN RUC	MCC	MOBDES FR IRR ADT REQ 14	RES	Y	N
020 153	JOIN RUC	MCC	DU FR SMCR IMA REQ	RES	Y	N
020 155	JOIN RUC	MCC	DU FR IMA IDT REQ 48	RES	Y	N

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020	156	JOIN	RUC	MCC	MTU FR ACTIVE DUTY ADT REQ 00	RES	Y	N
020	157	JOIN	RUC	MCC	LAWYER FR IRR ADT REQ 00	RES	Y	N
020	158	JOIN	RUC	MCC	LAWYER FR ACDU/OCS ADT REQ 00	RES	Y	N
020	159	JOIN	RUC	MCC	LAWYER FR SMCR ADT REQ 00	RES	Y	N
020	160	JOIN	RUC	MCCIRR	FR LAWYER RUC	RES	Y	N
020	161	JOIN	RUC	MCCIRR	FROM NAV ACAD/NROTC	RES	Y	N
021	000	JOIN	RUC	MCC	ADMIN SEP LV	REG	Y	N
021	001	JOIN	RUC	MCC	APL LV	REG	Y	N
021	002	JOIN	RUC	MCC	AVN ENTLEVEL STUD_	REG	Y	N
021	003	JOIN	RUC	MCC	AVN ENTLEVEL STUD_ ON IADT	REG	Y	N
021	004	JOIN	RUC	MCC	AVN NO MOS ASG ENTLEVEL STUD_	REG	Y	N
021	005	JOIN	RUC	MCC	AVN STUD_	REG	Y	N
021	007	JOIN	RUC	MCC	AWTG ASG CMC	HQ REG RES	Y	N
021	008	JOIN	RUC	MCC	AWTG ASG CMC ON IADT	REG	Y	N
021	009	JOIN	RUC	MCC	AWTG PEB	REG	Y	N
021	010	JOIN	RUC	MCC	AWTG PEB ON IADT	REG	Y	N
021	011	JOIN	RUC	MCC	AWTG TRANS OTHER MCC	REG	Y	N
021	012	JOIN	RUC	MCC	AWTG TRANS OTHER MCC ON IADT	REG	Y	N
021	013	JOIN	RUC	MCC	AVN REPL	REG	Y	N
021	014	JOIN	RUC	MCC	AVN REPL ON IADT	REG	Y	N
021	015	JOIN	RUC	MCC	GND REPL	REG	Y	N
021	016	JOIN	RUC	MCC	GND REPL ON IADT	REG	Y	N
021	017	JOIN	RUC	MCC	FOR MOS ASG AND FUR TR	REG	Y	N
021	018	JOIN	RUC	MCC	FOREC CNFT ATLGCM	REG	Y	N
021	019	JOIN	RUC	MCC	FOREC CNFT GCM	REG	Y	N
021	020	JOIN	RUC	MCC	FOREC CNFT GCM TLPALW	REG	Y	N
021	021	JOIN	RUC	MCC	FOREC CNFT OTHER MCC	REG	Y	N
021	022	JOIN	RUC	MCC	FOREC CNFT SPCM	REG	Y	N
021	023	JOIN	RUC	MCC	FOREC CPTR	REG	Y	N
021	024	JOIN	RUC	MCC	FOREC DETND	REG	Y	N
021	025	JOIN	RUC	MCC	FOREC DIED	REG	Y	N
021	026	JOIN	RUC	MCC	FOREC FAIL RPT	REG	Y	N
021	027	JOIN	RUC	MCC	FOREC HOSP	REG	Y	N
021	028	JOIN	RUC	MCC	FOREC HOSP BC	REG	Y	N
021	029	JOIN	RUC	MCC	FOREC HOSP FR CBT UNIT	REG	Y	N
021	030	JOIN	RUC	MCC	FOREC IHCA	REG	Y	N
021	031	JOIN	RUC	MCC	FOREC IHCA OTHER MCC	REG	Y	N
021	032	JOIN	RUC	MCC	FOREC ITD	REG	Y	N
021	033	JOIN	RUC	MCC	FOREC MIA	REG	Y	N
021	034	JOIN	RUC	MCC	FOREC MIS	REG	Y	N
021	035	JOIN	RUC	MCC	FOREC OTHER	REG	Y	N
021	036	JOIN	RUC	MCC	FOREC CNFT PAST ECC	REG	Y	N
021	037	JOIN	RUC	MCC	FRDES ADMINDISCP	REG	Y	N
021	038	JOIN	RUC	MCC	FRDES AVN ENTLEVEL STUD_	REG	Y	N
021	039	JOIN	RUC	MCC	FRDES AVN STUD_	REG	Y	N
021	040	JOIN	RUC	MCC	FRDES AVNTRNG	REG	Y	N
021	041	JOIN	RUC	MCC	FRDES AWTG ASG CMC	REG	Y	N
021	042	JOIN	RUC	MCC	FRDES AWTG PEB	REG	Y	N
021	043	JOIN	RUC	MCC	FRDES AWTG TRANS OTHER MCC	REG	Y	N
021	044	JOIN	RUC	MCC	FRDES CLEM	REG	Y	N
021	045	JOIN	RUC	MCC	FRDES CNFT ATLGCM	REG	Y	N
021	046	JOIN	RUC	MCC	FRDES DU	REG	Y	N
021	047	JOIN	RUC	MCC	FRDES FFT OTHER MCC	REG	Y	N
021	048	JOIN	RUC	MCC	FRDES AVN REPL	REG	Y	N
021	049	JOIN	RUC	MCC	FRDES GND REPL	REG	Y	N
021	050	JOIN	RUC	MCC	FRDES GCM	REG	Y	N
021	051	JOIN	RUC	MCC	FRDES GCM TLPALW	REG	Y	N
021	052	JOIN	RUC	MCC	FRDES GND ENTLEVEL STUD_	REG	Y	N
021	053	JOIN	RUC	MCC	FRDES GND STUD_	REG	Y	N
021	054	JOIN	RUC	MCC	FRDES HOSP BC	REG	Y	N
021	055	JOIN	RUC	MCC	FRDES HOSP FR CBT UNIT	REG	Y	N
021	056	JOIN	RUC	MCC	FRDES HOSP OTHER MCC	REG	Y	N
021	057	JOIN	RUC	MCC	FRDES OTHER	REG	Y	N

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021	058	JOIN	RUC	MCC	FRDES	RECRUIT	REG	Y	N
021	059	JOIN	RUC	MCC	FRDES	RESPROG AVN	REG	Y	N
021	060	JOIN	RUC	MCC	FRDES	RESPROG GND	REG	Y	N
021	061	JOIN	RUC	MCC	FRDES	SEP OTHER MCC	REG	Y	N
021	062	JOIN	RUC	MCC	FRDES	TEM ADMINDISCP	REG	Y	N
021	063	JOIN	RUC	MCC	FRDES	TEM APL LV	REG	Y	N
021	064	JOIN	RUC	MCC	FRDES	TEM AVN ENTLEVEL STUD____	REG	Y	N
021	065	JOIN	RUC	MCC	FRDES	TEM AVN STUD____	REG	Y	N
021	066	JOIN	RUC	MCC	FRDES	TEM AVNTRNG	REG	Y	N
021	067	JOIN	RUC	MCC	FRDES	TEM GND ENTLEVEL STUD____	REG	Y	N
021	068	JOIN	RUC	MCC	FRDES	TEM GND STUD____	REG	Y	N
021	069	JOIN	RUC	MCC	FRDES	TEM INSTR	REG	Y	N
021	070	JOIN	RUC	MCC	FRDES	TEM RESPROG AVN	REG	Y	N
021	071	JOIN	RUC	MCC	FRDES	TEM RESPROG GND	REG	Y	N
021	072	JOIN	RUC	MCC	GCM	TLPALW	REG	Y	N
021	073	JOIN	RUC	MCC	GND	ENTLEVEL STUD____	REG	Y	N
021	074	JOIN	RUC	MCC	GND	ENTLEVEL STUD____ ON IADT	REG	Y	N
021	075	JOIN	RUC	MCC	GND	STUD____	REG	Y	N
021	076	JOIN	RUC	MCC	HOSP	BC	REG	Y	N
021	077	JOIN	RUC	MCC	HOSP	FR CBT UNIT	REG	Y	N
021	078	JOIN	RUC	MCC	HOSP	FR CBT UNIT ON IADT	REG	Y	N
021	079	JOIN	RUC	MCC	INSTR	REG	Y	N	
021	080	JOIN	RUC	MCC	RESPROG	AVN	REG	Y	N
021	081	JOIN	RUC	MCC	RESPROG	GND	REG	Y	N
021	082	JOIN	RUC	MCC	TEM	AVN ENTLEVEL STUD	REG	Y	N
021	083	JOIN	RUC	MCC	TEM	AVN STUD	REG	Y	N
021	084	JOIN	RUC	MCC	TEM	AVNTRG	REG	Y	N
021	085	JOIN	RUC	MCC	TEM	AVNTRNG	REG	Y	N
021	086	JOIN	RUC	MCC	TEM	AWTG ASG CMC	REG	Y	N
021	087	JOIN	RUC	MCC	TEM	AWTG ASG CMC ON IADT	REG	Y	N
021	088	JOIN	RUC	MCC	TEM	AWTG PEB	REG	Y	N
021	089	JOIN	RUC	MCC	TEM	AWTG PEB ON IADT	REG	Y	N
021	090	JOIN	RUC	MCC	TEM	AWTG TRANS OTHER MCC	REG	Y	N
021	091	JOIN	RUC	MCC	TEM	AWTG TRANS OTHER MCC ON IADT	REG	Y	N
021	092	JOIN	RUC	MCC	TEM	GND ENTLEVEL STUD	REG	Y	N
021	093	JOIN	RUC	MCC	TEM	GND STUD	REG	Y	N
021	094	JOIN	RUC	MCC	TEM	INSTR	REG	Y	N
021	095	JOIN	RUC	MCC	TEM	RECRUIT	REG	Y	N
021	096	JOIN	RUC	MCC	TEM	RESPROG AVN	REG	Y	N
021	097	JOIN	RUC	MCC	TEM	RESPROG GND	REG	Y	N
021	098	JOIN	RUC	MCC	WHILE	DES IHCA	REG	Y	N
021	099	JOIN	RUC	MCC	RDES	INSTR	REG	Y	N
021	100	JOIN	RUC	MCC	GND	NO MOS ASG ENTLEVEL STUD ____	REG	Y	N
021	101	JOIN	RUC	MCC	FOREC	HOSP OTHER MCC	REG	Y	N
021	102	JOIN	RUC	MCC	FOREC	IHFA	REG	Y	N
021	103	JOIN	RUC	MCC	FOREC	IHFA OTHER MCC	REG	Y	N
021	104	JOIN	RUC	MCC	WHILE	DES IHFA	REG	Y	N
022	000	INIT	JOIN	RUC	MCC	AVN ENTLEVEL STUD____	REG	Y	N
022	001	INIT	JOIN	RUC	MCC	AVN ENTLEVEL STUD____ ON IADT	REG	Y	N
022	002	INIT	JOIN	RUC	MCC	AVN STUD____	REG	Y	N
022	003	INIT	JOIN	RUC	MCC	AVN STUD____ ON IADT	REG	Y	N
022	004	INIT	JOIN	RUC	MCC	AVNTRNG	REG	Y	N
022	005	INIT	JOIN	RUC	MCC	AVNTRNG ON IADT	REG	Y	N
022	006	INIT	JOIN	RUC	MCC	AWTG PEB	REG	Y	N
022	007	INIT	JOIN	RUC	MCC	DU	REG	Y	N
022	008	INIT	JOIN	RUC	MCC	AVN REPL	REG	Y	N
022	009	INIT	JOIN	RUC	MCC	GND REPL	REG	Y	N
022	010	INIT	JOIN	RUC	MCC	GND ENTLEVEL STUD____	REG	Y	N
022	011	INIT	JOIN	RUC	MCC	GND ENTLEVEL STUD____ ON IADT EFTSELECT_	REG RES	Y	N
022	012	INIT	JOIN	RUC	MCC	GND STUD____	REG	Y	N
022	015	INIT	JOIN	RUC	MCC	INSTR	REG	Y	N
022	030	INIT	JOIN	RUC	MCC	RESPROG AVN	REG	Y	N
022	031	INIT	JOIN	RUC	MCC	RESPROG GND	REG	Y	N

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022 039 INIT JOIN RUC__MCC__HOSP BC	REG	Y	N
022 041 INIT JOIN RUC__MCC__AWTG TRANS OTHER MCC	REG	Y	N
022 047 INIT JOIN RUC__MCC__DU ON IADT	REG	Y	N
022 048 INIT JOIN RUC__MCC__GND REPL ON IADT	REG	Y	N
022 049 INIT JOIN RUC__MCC__AVN REPL ON IADT	REG	Y	N
022 050 INIT JOIN RUC__MCC__AWTG IADT PAY	RES	Y	N
022 052 INIT JOIN RUC__MCC__REENL____YRS	RES	Y	N
022 053 INIT JOIN RUC__MCC__IRR REENL____YRS	RES	Y	N
022 054 INIT JOIN RUC__MCC__IRR PART ROTP	RES	Y	N
022 057 INIT JOIN RUC__MCC__IRR RECOM	RES	Y	N
369 000 DROP ERRON	HQ REG	N	N
369 001 JOIN __ DROP ERRON	HQ REG RES	N	N
369 003 JOIN TR ERRON	HQ REG RES	N	N

### 60201. ADMINISTRATIVE RUCS.

1. Before reporting under the ADMIN RUC configuration, **units must request an ADMIN RUC from CMC (MI) via Naval message.** Requests for ADMIN RUCs will include the following: PARENT MCC of the supported units, PRESENT RUC/MCC or RESERVE RUC/MCC for the supported units. A sample request format is provided in Figure 1-6 (Chapter 1). Requests to add additional RUCs/MCCs to the ADMIN RUC or modify existing ADMIN RUC reporting capability should include the current ADMIN RUC number as well as the information listed in Figure 1-7 (Chapter 1). **Only reporting units which report with UD/MIPS** can utilize the ADMIN RUC configuration. Commands which are serviced by a consolidated administrative center using these new RUCs will still maintain visibility over their unit's personnel data through the reconciliation process of UD/MIPS.

**Note: Members will never be assigned to administrative RUCs (45000-46999).**

2. Other services personnel who are assigned to a RU for duty with the Marine Corps (see JOINING OTHER SERVICES PERSONNEL and CIVILIANS - SECTION 4).

3. Each Marine who enters the administrative jurisdiction of a RU and/or command must be joined. The Marine is considered to have entered the administrative jurisdiction of a RU when:

- a. The Marine physically reports to the major command for duty per competent orders.
- b. Reliable information is received indicating that the Marine has been hospitalized, apprehended, or has died while en route.
- c. A Marine does not report by the date specified in competent orders and there is no information concerning the Marine's whereabouts.
- d. A directive from higher authority requires the RU to join the Marine.

4. Marines will be JOINED when they are assigned to the RU for:

- a. Duty.
- b. Duty under instruction (student).
- c. Awaiting separation (discharge, release from AD, retirement, or transfer to FMCR).
- d. Recruit training.
- e. For record purposes only.
- f. Temporary duty. (Does **NOT** include TAD.)

### 60202. INITIAL JOIN INFORMATION.

1. The majority of Marines entering the Marine Corps on AD enter as a recruit or by commissioning after completion of an officer candidate program. Marines entering through



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either of these two channels are accessed to the computer files of MCTFS. Marines entering AD through any other means must be reported on the UD. This join entry will identify the Marine as an accession (original gain) to AD. The UD action statement to join these personnel contain the words INIT JOIN.

2. The categories of personnel listed below will be joined using the INIT JOIN statement per this section.

a. Personnel who are enlisted or inducted but are not assigned to one of the recruit depots for recruit training.

b. Personnel who reenlist in the Regular Marine Corps and the reenlistment was more than 24 hours after separation (broken/continuous).

c. Personnel not on AD who accept an officer appointment and are subsequently assigned to AD for 31 days or more.

d. All reservists (officer and enlisted) who are assigned to AD for a period of 31 days or more regardless of the type of orders.

e. Marines on the retired list or members of the FMCR who are assigned to AD for 31 days or more.

f. Marines accessed because their computer record was missing from the MCTFS file.

g. Members of the TDRL returned to a duty status.

h. PLC lawyers assigned to temporary AD prior to completing TBS and upon reporting to TBS after graduation from law school.

i. All Reservists who did not report for scheduled periods of AD (31 days or more).

3. If erroneously dropped refer to Chapter 2.

60203. INITIAL JOIN ENTRY (TTC 022)

1. INIT JOIN entries will include all of the information normally required in a join entry. Care must be taken to ensure that the INIT JOIN is properly reported. Marines who are being joined for any reason other than those specified in the above paragraph, will be joined per Section 1 of this chapter, and not as an INIT JOIN.

2. Care must be taken to ensure the accuracy of the data in MCTFS. Should the data prove to be inaccurate while conducting the join audit, report the correct information per Chapter 5 of this Manual.

3. Refer to Table 6-1 for determination of the reason for joining the Marine which must be reported with the join based on individual circumstances. Use the appropriate statement to report the initial join:

022 000	_____	INIT JOIN RUC_____	MCC_____	AVN ENTLEVEL STUD_____	
022 001	_____	INIT JOIN RUC_____	MCC_____	AVN ENTLEVEL STUD_____	ON IADT
022 002	_____	INIT JOIN RUC_____	MCC_____	AVN STUD_____	
022 003	_____	INIT JOIN RUC_____	MCC_____	AVN STUD_____	ON IADT
022 004	_____	INIT JOIN RUC_____	MCC_____	AVNTRNG	
022 005	_____	INIT JOIN RUC_____	MCC_____	AVNTRNG ON IADT	
022 006	_____	INIT JOIN RUC_____	MCC_____	AWTG PEB	
022 007	_____	INIT JOIN RUC_____	MCC_____	DU	
022 008	_____	INIT JOIN MCC_____	AVN REPL		
022 009	_____	INIT JOIN MCC_____	GND REPL		
022 010	_____	INIT JOIN MCC_____	GND ENTLEVEL STUD_____		
022 011	_____	INIT JOIN MCC_____	GND ENTLEVEL STUD_____	ON IADT EFTSELECT_	
022 012	_____	INIT JOIN MCC_____	GND STUD_____		
022 015	_____	INIT JOIN MCC_____	INSTR		

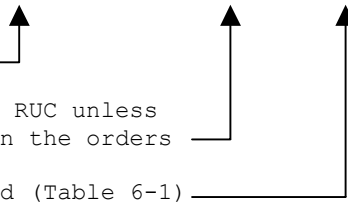
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022 030		INIT JOIN MCC		RESPROG AVN
022 031		INIT JOIN MCC		RESPROG GND
022 039		INIT JOIN MCC		HOSP BC
022 041		INIT JOIN MCC		AWTG TRANS OTHER MCC
022 047		INIT JOIN MCC		DU ON IADT
022 048		INIT JOIN MCC		GND REPL ON IADT
022 049		INIT JOIN MCC		AVN REPL ON IADT

8-byte ED (YYYYMMDD)  
of join

Primary MCC of joining RUC unless  
otherwise stipulated in the orders

Reason for which joined (Table 6-1)



**NOTE:** Rules 2, 14-19, 21, 23-28 of table 6-1 are not applicable when reporting an INIT JOIN entry.

4. The DOA for an initial join of a Reservist assigned to AD 31 days or more must be the first day of AD as stated in the original orders (the initial join entry initiates the pay entitlements for a Reservist assigned to AD). An initial join will not process on a Reservist assigned to AD 31 days or more unless a transfer to active duty was reported by the Reserve unit. This can be verified in MCTFS when a record status equal to 'H'.

### 60204. GAINS TO ACTIVE DUTY REPORTING UNITS.

1. See Tables 3-1 through 3-3. In some cases, a gain to the RU may also represent a gain to the strength of the Marine Corps; for example, enlistment, reenlistment, or induction.

2. There are four categories of personnel gains in the Regular Establishment. Each category is covered in a separate section of this chapter. The four categories are:

a. Marine Corps personnel assigned to their first RU after entering or re-entering the Marine Corps (INITIAL JOINS - Section 2 of this chapter).

b. Marine Corps personnel assigned to a RU for duty with that unit or for administrative purposes (JOINS - Section 1 of this chapter).

c. Marine Corps personnel who are attached to a RU for a specific purpose while still carried on the rolls of their parent unit (ATTACHMENTS - SECTION 5) (FLEET ASSISTANCE PROGRAM Section 4 of this chapter).

d. Other services personnel who are assigned to a RU for duty with the Marine Corps (JOINING OTHER SERVICES PERSONNEL and CIVILIANS Section 4 of this chapter).

3. Each Marine who enters the administrative jurisdiction of a RU and/or command must be joined. The Marine is considered to have entered the administrative jurisdiction of a RU when:

a. The Marine physically reports to the major command for duty per competent orders.

b. Reliable information is received indicating that the Marine has been hospitalized, apprehended, or has died while en route.

c. A Marine does not report by the date specified in competent orders and there is no information concerning the Marine's whereabouts.

d. A directive from higher authority requires the RU to join the Marine.

4. Marines will be JOINED when they are assigned to the RU for:

a. Duty.

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- b. Duty under instruction (student).
- c. Awaiting separation (discharge, release from AD, retirement, or transfer to FMCR).
- d. Recruit training.
- e. For record purposes only.
- f. Temporary duty. (Does NOT include TAD.)
- g. Casuals awaiting assignment or transportation for more than 10 days.
- h. Casuals in a disciplinary status.
- i. Casuals reporting for reassignment following hospitalization.
- j. Casuals hospitalized in excess of 10 days.

k. Assignment to an I-I staff/4thMAW AD staff for a stated period for humanitarian or other reasons, such as awaiting results of a request for retirement.

5. For personnel who are to be joined per this section, there are two types of join entries. These are a join when the Marine physically reports; and when the Marine does not physically report and is to be joined "for record purposes" (also referred to as "by service record"). The main differences in the UD join entries are the purpose for which joined, billet MOS, and the fact you must report individual location in a "for record purposes" join since the Marine is not physically present at the unit.

6. The "purpose for which joined" in the join entry causes an automatic assignment of a strength category code. If the strength category code automatically assigned is not correct, report the correct code. See Section 6, this chapter

### 60205. ADDITIONAL JOIN REQUIREMENTS (TTC 020/021).

1. All Marines who report for duty will be joined on the day after the day the Marine reports. For example, if a Marine reports for duty at 1100 on 19980501, the join date would be 19980502. When preparing the UD join entry, start with the instructions contained in Figure 3-3. Once a Marine has been transferred from the former command, the new command assumes administrative responsibility for that Marine. In the event that the Marine is unable to report or fails to report, the new command will report the appropriate join. All joins will include the following information:

- a. Date of joining. When the date of joining is different than the date of the UD, **Do not future date.**
- b. MCC.
- c. Purpose for which joined.
- d. RU from which the Marine is being joined, as a HIST: statement.
- e. Billet MOS. See Chapter 5, Section 9.
- f. Table of Organization (T/O) Number. See Chapter 4, Section 8.
- g. Table of Manpower Requirements (T/MR)-Table of Organization (T/O) Line Number. See Chapter 4, Section 8.
- h. Home Address. See Chapter 5, Section 3.
- i. Telephone Number (Home/Work). See Chapter 4, Section 1 (Home Telephone) and Section 6 of this chapter.

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j. PEN, if other than the primary PEN of the joining unit. See Section 6, this chapter.

2. Information required by Chapter 7, Section 2, for any information known to have changed since the Marine was detached from the last duty station will be reported. Table 6-3 is provided as a checklist to aid the RU in determining which information should be reported based on individual circumstances. **The RU should refer to chapter 12 for audit requirements**

3. In some cases, there are other items that must be reported because of the type duty involved. For example, overseas units will report RTD for each Marine who is joined. These items are also listed in Table 6-3.

#### 4. EXAMPLE ENTRIES:

a. Marine is joined by an I-I Staff in Orlando, Florida following transfer by Company A, Headquarters Battalion, Headquarters Marine Corps:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
KUHNSVM	987654321		JOIN MCC C13 DU HIST:FR CO A
		HQBN HQMC	
		BILMOS 0151	
		DEPN LOC ALL 09512	
		STRT BAS 0001 ED 20000515	

b. Marine is joined by a unit at Quantico, VA and transferred by Company A, Headquarters Battalion, Headquarters Marine Corps:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
GERBER	GS	987654321	JOIN MCC 012 DU HIST:FR CO A
		HQBN HQMC	
		BILMOS 1431	

60206. TRANSFER BY SERVICE RECORDS (TTC 021).

1. Personnel who have been transferred by service records while hospitalized, confined, IHCA, or so directed, will be joined "for record purposes." The date of joining is one day after the transfer date or the date that was specified in the directive that required the join. If the Marine was transferred by service records but physically reports, report the gain per Chapter 3.

2. The joining entry will be prepared per the instructions contained in Figure 3-3. A HIST: statement will be included to report information necessary to explain the Marine's status. The following sample situations and the related entries are provided:

a. A Marine is transferred from one unit to another unit in a different MCC while hospitalized at the National Naval Medical Center, Bethesda, Maryland. The join entry would be reported as follows:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
SORNIG	JR	987654321	20001024 JOIN MCC 011 FOREC HOSP
	OTHER MCC		
	HIST:MB NORVA WHILE SK NNMC		
	BETHESDA MD		

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b. A Marine is being transferred from one unit to another (different MCC) while IHCA at Jersey City, New Jersey. The join entry would be reported as follows:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
CLARKAL	987654321	20001024	JOIN MCC 012 FOREC IHCA OTHER MCC  HIST:FR MB NORVA WHILE IHCA JERSEY CITY NJ  INDIV LOC 00734

3. Other situations that the Marine will be joined for record purposes are specifically covered below

60207. HOSPITALIZED WHILE ENROUTE BETWEEN DUTY STATIONS (TTC 021).

1. When a Marine who is enroute between duty stations becomes hospitalized, the military activity or organization learning about the Marine's status will notify the command to which the Marine was ordered to report. This notification will be made by message, if possible, and will furnish all available information including the estimated duration of hospitalization. In cases where the hospitalization is for a short period of time and the Marine resumes a leave status, a join for record purposes is not required because the Marine will be able to report upon completion of the authorized leave period. Upon receipt of notification that the Marine will be unable to report, the command to which the Marine was ordered will report the event as follows:

2. If the "report-by-date" has not expired, join the Marine and include the appropriate information concerning the Marine's status.

3. Report all personal information which is known to have changed between the date of transfer and the date of joining.

4. If the notification of hospitalization is received after the Marine has been joined, correct the original join entry. The following example entry is provided but should not be considered as the exact structure to be used in all cases of hospitalization:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
GRIGONIS	WX	987654321	20001010 JOIN MCC F11 FOREC HOSP OTHER MCC  HIST:FR MB NAD HASTINGS NE ADMITTED NRMC GLAKES  INDIV LOC 08526

60208. DEATH EN ROUTE (TTC 021).

1. If a Marine dies while on leave or liberty away from the Marine's parent command or while en route between duty stations, the military activity or organization learning about the death will notify the Marine's parent command or command to which the Marine was ordered to report. If the Marine was on leave or liberty, and a command other than the parent command is directed to assume administrative responsibility, that command will report the join. If the Marine was en route between duty stations, the command to which the Marine was ordered will report the join.

2. Join the Marine as of the date of death and drop the Marine as having died on the same date. Refer to Chapter 10 for the instructions relating to drop entries in the event of death. The following **EXAMPLE** shows how the join and drop entries may be combined:

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<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
HUMPHREY	JX HIST:FR 1STBN 8TH MAR 2DMARDIV CAMLEJ  20001101 DROP SDN 8221 8 RE 00 ED 20001101	987654321	20001101 JOIN MCC 011 FOREC DIED

60209. APPREHENDED BY CIVIL OR MILITARY AUTHORITIES BETWEEN DUTY STATIONS (TTC 021).

1. When a Marine who is enroute between duty stations is apprehended by civil or military authorities, the military activity or organization learning about the Marine's status will notify the command to which the Marine was ordered to report. This notification will be made by message, if possible, and will furnish all available information concerning the alleged offenses. Upon receipt of such notification, the command to which the Marine was ordered will report the event as follows:

2. If the "report-by-date" has not expired, join the Marine as indicated below:

a. Apprehended by Military Authorities. Join the Marine on the date the Marine was apprehended.

b. Apprehended by Civil Authorities. If the Marine is still confined by civil authorities on the "report-by-date," join the Marine on the "report-by-date" and report the Marine to IHCA on the "report-by-date." Time lost does not begin until the date the Marine was required to report to the gaining command.

3. Report all appropriate information concerning the Marine's status in a history statement.

4. Report all personal reporting information which is known to have changed between the date of transfer and the date of joining.

5. The following example is provided as a guide only: If the Marine is required to report NLT 2400 on 19981025, report the FOREC Join as of 19981025 and report IHCA as of 0001 ED 19981025.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
PORCHE	RX OTHER MCC  HIST:FR HQBN HQMC  HIST:IHCA SINCE 2230 20001020 WHILE ON LV  20001025 IHCA SINCE 0001 ED 20001025  HIST:APRND CA CHGO GRAND THEFT AUTO	987653321	20001025 JOIN MCC B54 FOREC IHCA

60210. FAIL TO REPORT (UA) (TTC 021).

1. When a Marine fails to report to a duty station or intermediate station for further transportation by the hour and date specified in competent orders and the whereabouts or the reason for the failure to report is unknown, the joining command will immediately make every effort to determine the reason for the Marine's failure to report. This will include contacting the transferring/temporary duty command to determine if the Marine was actually transferred or if the Marine's orders were canceled or modified or if the period of delay (leave) was extended. The Passenger Control Point will advise overseas commands when a Marine fails to report per port call instructions. After it has been determined that the Marine has in fact been transferred and has not reported to the joining or intermediate command by the hour and date specified, the Marine will be joined and reported as having commenced a period of unauthorized absence. Commanders of units having multiple RUC's, for example; stations, divisions, or wings, will designate a RUC to join Marines who fail to report.

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a. Marines who reenlist in the Regular Marine Corps at a recruiting station, after a break in service, who fail to report to their initial duty station, are in a UA status. The major command to which the Marine is ordered to report will make every effort possible to determine the reason for the Marine's failure to report. Upon determining that competent orders had been issued and the whereabouts or the reason for the failure to report are unknown, the joining command will designate a RUC to join the Marine. In this case, the unit must report an INIT JOIN, and then report the Marine to UA as of the date the Marine was required to report.

b. When the reporting hour is 2359, or is not specified in the orders, the date of joining will be on the date after the Marine's last day of travel time. UA will commence at 0001 on the joining date.

c. When the reporting hour is other than 2359, the date of joining will be the last day of authorized travel time. UA will commence 1 minute after the designated hour for reporting on the joining date. When the absence is in excess of 24 hours, the Marine forfeits the last day of travel time.

d. When the Marine is declared a deserter, report a proceed, delay, and travel time authorized in the PCSO by HIST: statement. When the information is not available, it will be expeditiously obtained from the detaching command.

2. The following example entries are provided.

a. The Marine was directed to report by 2359 on 31 October 2000:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
LONDOLX	987654321	20001101	JOIN MCC 011 FOREC FAIL RPT  HIST:FR 1STBN 1STMAR 1STMARDIV   19981101 TO UA 0001  HIST:AWOL WHEN FAILED TO COMPLY WITH 1STMARDIV SO 94-98

b. The Marine was directed to report on 31 October 2000:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
GREGGMX	987654321	20001101	JOIN MCC 011 FOREC FAIL RPT  HIST:FR 1STBN 1STMAR 1STMARDIV   20001101 TO UA 0001  HIST:AWOL WHEN FAILED TO COMPLY WITH 1STMARDIV SO 91-98

c. The Marine was directed to report by 1600 on 31 October 2000:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
JOHNSTON	CR	987654321	20001031 JOIN MCC 011 FOREC FAIL RPT  HIST:FR 1STBN 1STMAR 1STMARDIV   20001031 TO UA 1601  HIST:AWOL WHEN FAILED TO COMPLY WITH 1STMARDIV SO 92-98

3. Report the return FR UA per Chapter 7 when the Marine reports in person and assist the Marine in completing a travel claim for submission. Prepare a memorandum endorsement to the PCSO for submission to the FO indicating whether or not the period of absence is excused, as

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required by MCO P4650.37. The following is an example of a Marine transferred 31 August, authorized 4 days proceed, 26 days delay, and 5 days travel time, and ordered to report to the MCMCC, MCB, Camp Pendleton, CA, not later than 2400, 5 October for transportation to the 3d MARDIV for duty. The Marine reported to the MCMCC at 1600, 10 October, for transportation and reported to the 3d MARDIV at 0800, 13 October. The 3d MARDIV joined the Marine for record purposes on 6 October and reported the unauthorized absence as commencing at 0001, 6 October. One of the following UD entries would be reported:

- a. UA excused: FR UA 1600 20001010 TO UA 20001006 ABS EXCUSED|
- b. UA not excused: FR UA 1600 20001010 TO UA 20001006|HIST:FAILED TO REPORT  
BY 2400 20001005 TO MCB CAMPEN FOR GOVAIR TRANS AS DIRECTED  
BY PCSO|  
TL 20001006 TO 20001009|

60211. FOR FURTHER ASSIGNMENT OR TRANSFER (TTC 020/021).

1. Personnel who report to a Marine activity for further assignment or needing further transportation while enroute between permanent duty stations will be joined ONLY when one of the following conditions apply:

- a. The Marine has been awaiting assignment or transportation in excess of 10 days.
- b. The Marine is in a disciplinary status.
- c. The Marine has reported for reassignment following a period of hospitalization.
- d. The Marine has been hospitalized in excess of 10 days.

2. Personnel who report to a Marine activity for transportation in connection with leave while still joined to an overseas unit will not be joined. These personnel shall be ATTACHED only if the following conditions apply:

- a. The Marine has been awaiting transportation in excess of 10 days.
- b. The Marine has been hospitalized in excess of 10 days while awaiting transportation.

3. Whether or not a Marine is joined/attached, in this situation the endorsement to the Marine's orders must include all periods of time spent awaiting transportation.

60212. DESERTION STATUS JOIN (TTC 021).

1. Entries to join personnel who are returning from a desertion status will be reported **based on the current status of the Marine** as shown below. In the case of personnel who entered into a desertion status while attached to another unit and are being returned to either the parent RU or the attached unit, only the parent unit can report the join from desertion. A join from desertion entry will automatically terminate a Marine's TAD and/or FAP status.

- a. Deserters who are being joined while still UA and are IHFA or IHCA.
- b. All other deserters will be joined.

2. Deserters who are IHFA/IHCA will be joined as of the **date they commenced the period of IHFA/IHCA**. Although the join statement will enable the RU to report information into the Marine's computer record, the computer record will show the Marine in an IHFA/IHCA status.



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a. Report as follows:

```

TTC 021 104      ____JOIN MCC__WHILE DES IHFA|HIST:_____|
TTC 021 098      ____JOIN MCC__WHILE DES IHCA|HIST:_____|

8-byte ED (YYYYMMDD)  ↑
DOA                   ↑
MCC of joining unit   ↑
History statement     ↑

```

b. Report a HIST: statement to reflect the following for IHCA/IHFA Desertion:

- (1) Information concerning the apprehension, surrender or delivery of the Marine.
- (2) Information concerning the IHCA/IHFA status of the Marine and any pending civil charges.
- (3) Information concerning the authority for joining the Marine while IHCA/IHFA.
- (4) The name of the unit from which the Marine is absent if the join is being reported by a command other than the Marines parent command.

c. At such time as the Marine is subsequently returned to military control, ensure the following information is submitted to update the Marine's computer record:

d. Report other information necessary to update the Marine's computer record; for example, billet MOS, strength category, duty status code, individual location or time lost. Report the correct statement from Figure 3-5 to join the Marine and **terminate the period of UA/desertion.**

2. If the Marine was issued orders to return to the command or to carry out transfer orders and fails to comply with stragglers orders, report the information concerning the failure to report in a HIST: statement and the following must be provided:

- a. Billet MOS. See Chapter 5, Section 9.
- b. Duty status code. See Chapter 4, Section 4.
- c. Strength category code. See Section 6, this chapter.
- d. Time lost. See Chapter 7.

e. If the Marine is married or was previously authorized BAH on behalf of his approved dependents, revalidate the Marines entitlement to previously approved entitlements and report the information per Chapter 5 of this Manual.

3. Report the termination of IHCA or IHFA and results of any civil charges that were resolved during the period of IHCA or IHFA. Reporting instructions on personnel who are to be reattach following a return from desertion are contained in Section 4, of this chapter.

**NOTE:** When a Marine returns to a full duty status from a period of absence determined to be time lost and the EAS/ECC has expired.

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## 4. EXAMPLE ENTRIES:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
SEERING	VX	987654321	20001024 JOIN MCC 910 WHILE DES IHCA  HIST:APRND BY CA AT 0807 ON 19981024 IN NEW ORLEANS GRAND THEFT AUTO AUTH CMC MSG 210804Z OCT 94
WAGNER	A	987654321	20001024 JOIN MCC 011 FRDES 0840 DU

60213. ERRONEOUS JOINS - CORRECTION PROCEDURES.

1. Erroneous joins will be corrected per the following instructions:

a. If the Marine was properly joined but the date of joining was erroneous, report a delete/add to change the date of join. **DO NOT** resubmit all other statements originally submitted with the join. An example is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
WILLIAMS	LD	987654321	DEL 19981012 JOIN MCC 010 DU  ADD 19981021 JOIN MCC 010 DU

b. If a Marine is joined that should not have been joined, the action required is to transfer the Marine to the proper command. **If the proper command can not be determined, contact your MISSO for further assistance.**

2. If the original join statement contained an incorrect reason for which joined, the action required is to report the Marine's correct strength category code (see Section 6 of this chapter) and duty status (see Chapter 4, Section 4), as applicable.

60214. TRANSFERRED BY SERVICE RECORDS WHILE IN UA STATUS (TTC 020/021)

1. Personnel who have been transferred by service records while in an UA status will be joined while UA as shown below. The date of joining will be the day after the date of transfer or the date that was specified in the directive that required the join.

2. Report a JOIN WHILE UA statement followed by a HIST: statement identifying the unit from which the Marine is being joined and the time and date the UA commenced as follows:

## 3. EXAMPLE:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
COUNSELLER	TM	987654321	19991021 JOIN MCC 011 WHILE UA  HIST:JOIN FR UNDERWATER COMPANY 2D RECON BN 2DMARDIV UA COMMENCED 0731 19991016

4. At such time as the Marine enters a desertion status report the drop to desertion.

5. It should be noted that the computer will assign a "STRCAT 0" based on the JOIN WHILE UA statement, indicating that the Marine is chargeable against the strength of the command. If the DROP DCLDES is subsequently reported it will cause the Marine's computer record to be transferred to RUC 54980, MCC W96 and place that record in a nonchargeable status.

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60215. OTHER MILITARY SERVICES/COUNTRIES AND CIVILIAN.(TTC 020/021)..

1. Personnel of other military services of the Armed Forces of the United States and military personnel of other countries must be accounted for within MCTFS while they are serving with the Marine Corps. Civilian personnel attending formal school and civilians working with the UD system will be maintained in MCTFS. Commanding Officers are also authorized to maintain MCTFS records for other civilian employees of the command.

2. The following data items are maintained for personnel of other military services/ countries and civilians attending formal schools and civilians working with the UD system:

- a. **Name.** (Last name, first name, and a maximum of one middle initial.)
  - b. **Branch of Service.** (Component codes are used to indicate the branch of military service, country, or civilian status.)
  - c. **Identification Number.** (Social security number for all U.S. Armed Forces personnel and civilians.)
  - d. **Pay Grade.** (Not used for civilians, refer to MOS.)Chapter 7, Section 8
  - e. **RU Code and Monitored Command Code.**
  - f. **MOS.** (Refer to MCO P1080.20 for Navy NEC designators.)Chapter 5, Section 9
- Formal Service Schools Information.** (Start school, school incompletion date, and school complete.) Chapter 5, Section 10.

3. In addition to the data items listed above, the following data elements are maintained on Navy personnel serving with the Marine Corps :

- a. **MAGTF Designator.** Refer to Section 6, this chapter.
- b. **Civilian Education.** Refer to Chapter 5.
- c. **Date Current AD Began.** Refer to Chapter 5.
- d. **Date Current Tour Began.** Refer to Chapter 5.
- e. **Total Number Of Dependents.** Refer to Chapter 5.
- f. **Duty Status.** Refer to Chapter 4.
- g. **EAS.** Refer to Chapter 3.
- h. **Individual Location.** Refer to Chapter 5.
- i. **Marital Status.** Refer to Chapter 4.
- j. **Race/Sex/Ethnic.** Refer to Chapter 4.
- k. **Home Address.** See Chapter 5.
- l. **Telephone Number (Home/Work).** See Chapter 4, Section 1, and Section 6, this chapter.

4. Transactions provide the only source of information used to create the automated record for other military services personnel and civilians. A join entry creates the MCTFS record and a transfer entry removes the record from the system.

5. Entries for personnel of other military services/countries, civilians joined for reason of MCTFS, and civilians attending formal schools are prepared according to the same general procedures as for Marines. A detailed computer record is **NOT** maintained for personnel of other military services/countries and civilians. The instructions provided in this section to report joins, transfers, MOS, a change of grade, and formal service schools information

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are the complete instructions for these personnel with the exception of those listed in above paragraph for Navy personnel. Although component code and RUC/MCC are maintained in the automated record, these items are never reported individually. The inclusion of the component code in the identification number column of the UD provides this information for the individual.

6. The following procedures apply when preparing entries for these personnel:

a. The second character of the component code; for example, either 'N', 'T', 'U', 'V', 'R', or 'C', must precede the SSN (refer to MCO P1080.20).

b. Correction Entries. Due to the limited number of data items maintained for personnel of other services/countries and civilian personnel attending formal schools, it is not necessary to have specific correction entries. When the pay grade information in the record is erroneous, report the correct pay grade with the statement shown in Section 2 of this chapter.

c. For personnel of other countries use their identification number and report it as a nine-byte number. If the identification numbers of personnel of other countries contain less than nine bytes, add sufficient leading zeros to make the number a nine-byte number; for example, R000001302.

(1) DO NOT include any prefixes or suffixes such as 'RA' or 'AF'. When reporting the identification number of U.S. Army or Air Force personnel.

(2) **There will be no space between the component code and the identification number itself.**

d. The following **EXAMPLES** show how the last name, initials, and SSN are recorded on the UD paper copy.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
NAVYMAN	JX	N098765432	
ARMYMAN	XJ	T876543212	
USAFMAN	JJ	U765432123	

e. A join entry. Whenever a member of another service/country or civilian personnel attending formal schools begins serving with a RU or is assigned to a specific RU for administrative cognizance.

f. A complete join entry for personnel of other services/countries and civilian personnel attending formal schools requires additional items not generally needed when joining Marines. The join entry includes the following:

(1) The component code and identification number are entered and the UD system will direct entering the last name and initials.

(2) The join entry must be action dated if the date the individual began serving with the Marine Corps is earlier than the date of the UD.

(3) Following the join entry use the NAME entry followed by the individual's name recorded as follows:

(a) After the word NAME, enter the full last name, full first name (or initial if no first name) and if appropriate, one middle initial and name suffix, if any. This complete name must be reported to provide complete identification of the individual because only last name and initials are reported for the UD system to operate.

(b) No punctuation is used.

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(c) There is one space between each name, initial and/or Cadency Code.

(4) With the exception of civilian personnel attending formal schools, every join entry must contain an action statement to report the pay grade of the individual. Pay grade is reported by the two-character code equivalent to the officer or enlisted pay grade; for example E9 to represent a SgtMaj/MCPO, O4 to represent the officer grade equivalent to Maj/LCDR.

(5) When Navy personnel are joined, the data elements listed in Section 2 of this chapter will be included with the join entry if available. **EXAMPLE** join entry is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
NAVYMAN	JX	N987654321	JOIN MCC 008 DU NAME NAVYMAN JOHN X PAY GRADE E7  PRIMARY MOS 0193  EAS 19980923 CURR ACDU 19751002 CIV EDUC 12L 99  RACE C SEX M NUMBER DEPN 04

4. The training category pay group of 'S' has been established for the reserve component codes listed below.

Reserve Component Codes:

- 4N - Navy Reservist.
- 4T - Army Reservist.
- 4U - Air Force Reservist.
- 4V - Coast Guard Reservist
- 4C - Civilian.
- 4R - Foreign Country Reservist.
- 4A - Army National Guard.
- 4G - Air National Guard.

5. TTC 020 048 (JOIN DU|) will accommodate the join to a reserve unit of civilians, other service personnel and members from another country. The following scenarios have been taken into consideration:

a. If the civilian, other service personnel or member of another country has no record on file, a skeleton record will be built. Ensure that TTC 238 NAME is input with the same action date as the JOINING entry. A skeleton record will be zeros if the first name is not reported.

b. If the civilian, other service personnel or member of another country is joined to a reserve unit, another reserve unit may join them to their reserve unit.

c. If the civilian, other service personnel or member of another country is in a drop status from an active duty unit the member can be joined to a reserve unit.

d. If the civilian, other service personnel or member of another country is currently a member of an active duty unit the transaction will fail with the following error message: "ACTIVE DUTY UNIT MUST DROP NON MARINE PRIOR TO RESERVE JOIN."

60216. JOINING THE RESERVE ESTABLISHMENT FOR THE FIRST TIME (TTC 022)

1. The majority of reservists entering the Reserve Establishment for the first time enter by enlistment into the Reserve Special Enlistment Program, upon release from AD from the Regular Marine Corps, with obligated service remaining, or resign a Regular commission and accept a Reserve commission. Reservists entering the Reserve through these channels will be retained in MCTFS automatically.

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2. The categories of personnel listed below will be joined using the initial join statement per the instructions contained in Table 6-4:

a. Personnel who enlisted into the Reserve Special Enlistment Program who will participate in IDT prior to assignment to IADT (Training Pay Category 'P') and enlistees in the ROTP to include PLC's.

b. Personnel who reenlist into the Reserve Establishment after having completed their military obligation, (i.e., broken or continuous reenlistment).

c. Former military officers who have been reappointed in the Marine Corps Reserve.

3. Information:

a. A reserve accession (ECCO) must be submitted per Chapter 3 prior to reporting the initial join.

b. Care must be taken to ensure that the INIT JOIN is properly reported.

c. Below is an example of an initial join awaiting IADT entry prepared per Table 6-4.

d. Refer to Figure 6-5 for determination of additional information which must be reported with the join based on individual circumstances.

4. In addition to reporting the initial join, **the RU should refer to chapter 12 for audit requirements.**

5. The type of the initial join is determined by the criteria in Table 6-4. Use the appropriate statement to report the initial join:

TTC 022 050	INIT JOIN AWTG IADT PAY
TTC 022 052	INIT JOIN REENL____YRS
TTC 022 053	INIT JOIN IRR REENL____YRS
TTC 022 054	INIT JOIN IRR PART ROTP
TTC 022 057	INIT JOIN IRR RECOM

6. **EXAMPLE** initial join entry:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
DAVISJM	234543213	20000507	INIT JOIN AWTG IADT PAY  STATE CODE 29  EXEMPT FOR TAX M02  STRT BAH W ED 20000507  HOME ADDRESS, 9821 HOLMES RD KANSAS CITY, MO 64131  BILMOS 9900  (CATEGORY 'P' JOINS ONLY)

**NOTE:** All Marines with the exception of those members of the Category 'P' Program will be a billet MOS for the T/O billet currently assigned even if the number of Marines to the billet is in excess of the billets authorized for that line.

60217. RESERVE PERSONNEL JOINING AN SMCR UNIT (TTC 020).

1. When a reservist reports to an SMCR unit, the unit will report a join entry as required by Table 6-5. This action, along with the requirements of Figure 6-1, will update the MCTFS record and reflect the correct status.

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2. The categories of personnel listed below will be joined using a join statement:
  - a. Marines released from a period of AD in excess of 30 days.
  - b. Marines transferred from the IRR or Standby Reserve status.
  - c. Marines transferred from another SMCR unit.
  - d. Marines from the Retired Reserve.

**NOTE:** Prior to joining a Marine who was previously on the AR Program, **ensure the reserve record status is '2' in MCTFS**. If the record status is incorrect submit a message to MISSO-17 requesting a change. Once the record status has been updated, report the appropriate join from RELACDU (TTC 020 078, 020 080, or 020 145).

3. All joins will include the following information:
  - a. Date of joining. An action date is required when the date of joining is different than the date of the UD. Do not future date.
  - b. MOBMCC. See Chapter 11.
  - c. Billet MOS. See Chapter 5, Section 9.
  - d. Table of Organization (T/O) Number. See Chapter 4, Section 8.
  - e. Table of Manpower Requirements (T/MR)-Table of Organization (T/O) Line Number. See Chapter 4, Section 8.
  - f. Home Address. See Chapter 5, Section 3.
  - g. Telephone Number (Home/Work). See Chapter 4, Section 1 (Home phone) and Section 6 of this chapter (Work phone).
  - h. RU from which the Marine is being joined, as a history statement.

4. The following considerations and guidance will be used by the joining SMCR unit:

- a. Upon transfer from one unit to another, the reservist must report to the new unit within 15 days of the date designated in the orders. If the reservist has not reported or cannot be located by the end of the 15 days, the unit the reservist was ordered to will report a join, and subsequently transfer the reservist back to the former unit at least one day after the join entry, per Table 6-3. **All** Join entries **must** be reported at least 1 day after the former RUC transfer entry. Refer to MCO P1001R.1 for the Marine Corps' policy on Marines who fail to report.

- b. When reporting the join of a reservist first determine the applicable type of join from those listed under the column TYPE JOIN in Table 6-5. After determining the type of join, report those supporting UD entries required for the reported join entry per Table 6-4. The SMCR unit will establish strict controls to ensure that reservists are properly joined on the rolls of the unit before permitting them to perform IDT.

- c. A reservist cannot be joined prior to their DOE, PEBD, or DEAF.

- d. In addition to reporting the join, **the RU should refer to chapter 12 for audit requirements**.

5. To report a join into the SMCR:

- a. The join date must be the day after the transfer date for SMCR transfers.

- b. A join from AD statement will not post unless the AD unit has reported the drop. The ED of the join from AD must be one day after the date of drop from AD.

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<u>TTC/SEQ</u>	<u>ENGLISH DESCRIPTION</u>
020 060	JOIN DU FR RELACDU IMA REQ____
020 062	JOIN DU FR IRR IMA REQ____
020 065	JOIN DU FR RET IMA REQ____
020 125	JOIN DU FR ACTIVE DUTY IMA REQ
020 142	JOIN DU FR IADT IDT REQ 48
020 143	JOIN DU FR ACTIVE DUTY IDT REQ 48
020 144	JOIN DU FR RET IDT REQ 48
020 145	JOIN DU FR RELACDU IDT REQ 48
020 147	JOIN DU FR IRR IDT REQ 48
020 153	JOIN DU FR SMCR IMA REQ____
020 155	JOIN DU FR IMA IDT REQ 48

Type of join statement  
is determined by criteria  
in Table 6-5



6. Erroneous joins will be corrected per Chapter 2, Section 2. If a member was accessed erroneously (i.e., fraudulent enlistment which has not been waived or member has more than one SSN in the MCTFS), the RU will provide MISSO-17 the necessary details to correct the discrepancy.

60218. JOINING THE IRR (MCRSC ONLY) (TTC 020).

1. Normally, the member's MCTFS record will be resident on the CMF. In this case, a join entry will be system generated for Marines being released from AD with a Reserve obligation. In all other cases, the CG, MCRSC needs to report a join entry. In cases where there is no record on MCTFS, action must be initiated to place the record on the CMF. When a record is not contained on the file, the CG MCRSC will take appropriate action per this chapter.

2. Upon receipt of the Service Record indicating a change in status (i.e., transfer to IRR), report the join to the IRR using the appropriate statement and instructions contained in Table 6-6.

a. The join date must be the day after the transfer date.

b. Upon successful completion of a join to the IRR (Training Pay Category 'H') reservists will automatically be assigned a MOBMCC in MCTFS.

020 081	____ JOIN IRR FR ASL AGR____ YRS ADT REQ 30
020 083	____ JOIN IRR FR ASL AGR____ YRS ADT REQ 00
020 084	____ JOIN IRR FR ISL AGR____ YRS ADT REQ 30
020 086	____ JOIN IRR FR ISL AGR____ YRS ADT REQ 00
020 075	____ JOIN IRR FR MTU ADT REQ 30
020 077	____ JOIN IRR FR MTU ADT REQ 00
020 078	____ JOIN IRR FR RELACDU ADT REQ 30
020 080	____ JOIN IRR FR RELACDU ADT REQ 00
020 087	____ JOIN IRR FR RET AGR____ YRS ADT REQ 30
020 089	____ JOIN IRR FR RET AGR____ YRS ADT REQ 00
020 072	____ JOIN IRR FR SMCR ADT REQ 30
020 074	____ JOIN IRR FR SMCR ADT REQ 00
020 127	____ JOIN IRR FR ACTIVE DUTY ADT REQ 00
020 129	____ JOIN IRR FR ACTIVE DUTY ADT REQ 30
020 161	____ JOIN IRR FROM NAV ACAD/NROTC
020 157	____ JOIN LAWYER FR IRR ADT REQ 00
020 158	____ JOIN LAWYER FR ACDU/OCS ADT REQ 00
020 159	____ JOIN LAWYER FR SMCR ADT REQ 00
020 160	____ JOIN IRR FR LAWYER RUC

8-byte ED (YYYYMMDD)  
of join





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3. Personnel in the following categories will be joined into the IRR:

- a. Personnel who have previously qualified for and been assigned to the IRR including reservists who have not completed their MSO.
- b. Reservists who are subject to mandatory participation status due to the provisions of 10 U.S.C. 270.
- c. Reservists who are being rejoined from officer training.
- d. Obligor who have completed a total of 2 years AD or ADT who are considered fully trained personnel.
- e. Obligor who have been approved for transfer to the IRR by COMMARFORRES.
- f. Officers who receive a reserve commission.

## 60219. JOINING MOBILIZATION TRAINING UNIT (MTU) (MCRSC ONLY) (TTC 020).

1. For a member of the IRR/SMCR who requests to join an MTU RUC and has approval from competent authority (CG MCRSC).

- a. A reservist cannot be joined into a new unit with a date prior to or on the date of transfer from the previous unit. The join date must be the day after the transfer date.
- b. For a member of the IRR/SMCR who has requested to join an MTU and has approval from competent authority, the member must first be transferred to the IRR per Section 5, this chapter, joined to the IRR using Table 6-6, and subsequently joined to the MTU utilizing the statement in this paragraph. Additionally, the join into the IRR and transfer to the MTU will be dated the same day. Report as follows:

TTC 020 150 JOIN MTU RUC \_\_\_\_\_  
5-byte MTU RUC \_\_\_\_\_ ↑

2. To report a join from one MTU RUC to another MTU RUC:

TTC 020 141 JOIN MTU RUC FR MTU |

New MTU RUC

3. To report a join of an MTU member from TEMACDU as follows:

- a. A reservist cannot be joined into a new unit with a date prior to or on the date of transfer from the previous unit. The join date must be the day after the transfer date.
- b. An MTU member returning from Active Duty need not be joined to the IRR. The MTU RUC can join the member directly to the MTU. Report as follows:

TTC 020 156            \_\_\_\_\_ JOIN MTU FR ACTIVE DUTY ADT REQ 00|  
8-byte ED (YYYYMMDD)     ↑

4. Personnel who are dropped from any Service Academy/ROTC program with an existing Marine Corps commitment will be joined back to the IRR by utilizing the below statement. Active duty Marines will be transferred by MCRSC back to active duty per the instructions contained in Section 5 of this chapter. Previous members of the SMCR can be joined from the IRR after the below transaction is reported.

TTC 020 161                  \_\_\_\_\_ JOIN IRR FROM NAV ACAD/NROTC |  
                                  ↑

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8-byte DOA (YYYYMMDD)\_\_\_

5. PLC Lawyer. Reserve RUC 88874 has been created and will be maintained by Marine Corps Recruiting Command (MCRC), for PLC Lawyers who go to law school and perform periods of active duty before they are ordered to TBS.

60220. JOINING THE ASL, STANDBY RESERVE (MCRSC ONLY) (TTC 020).

1. Upon receipt of the appropriate source document indicating the change in status (i.e., transfer to Standby Reserve), the CG MCRSC will join the reservist into the ASL, Standby Reserve with the appropriate statement:

020 091	JOIN STANDBY ASL FR SMCR
020 092	JOIN STANDBY ASL FR MTU
020 093	JOIN STANDBY ASL FR IRR
020 094	JOIN STANDBY ASL FR RELACDU
020 095	JOIN STANDBY ASL FR ISL
020 096	JOIN STANDBY ASL FR RET
020 131	JOIN STANDBY ASL FR ACTIVE DUTY

2. Personnel in the following categories will be joined into the ASL, Standby Reserve:

a. Reservists temporarily assigned to the ASL, Standby Reserve for hardship or other valid reason, who intend to return to the Ready Reserve.

b. Reservists, other than members of Congress and key Federal employees, who have not fulfilled their MSO.

3. Members of Congress and other key Federal employees as defined in MCO P1001R.1, who volunteer and are approved for assignment to the ASL, Standby Reserve status must be joined using the appropriate statement :

020 097	JOIN STANDBY KFED EMPL FR SMCR
020 098	JOIN STANDBY KFED EMPL FR MTU
020 099	JOIN STANDBY KFED EMPL FR IRR
020 100	JOIN STANDBY KFED EMPL FR RELACDU
020 101	JOIN STANDBY KFED EMPL FR ISL
020 102	JOIN STANDBY KFED EMPL FR RET
020 130	JOIN STANDBY KFED EMPL FR ACTIVE DUTY

60221. JOINING THE ISL, STANDBY RESERVE (MCRSC ONLY) (TTC 020).

Upon receipt of the appropriate source document indicating the change in status (i.e., transfer to ISL, Standby Reserve), the CG MCRSC will join the reservist into the ISL, Standby Reserve with the appropriate statement :

020 103	JOIN STANDBY ISL FR SMCR
020 104	JOIN STANDBY ISL FR MTU
020 105	JOIN STANDBY ISL FR IRR
020 106	JOIN STANDBY ISL FR ASL
020 107	JOIN STANDBY ISL FR RELACDU
020 108	JOIN STANDBY ISL FR RET

60222. PLC, OFFICER CANDIDATE COURSE (OCS) PROGRAM (TTC 022 002/012).

SMCR members who join the PLC program are authorized to remain members of the SMCR while participating in the PLC program. Instructions for SMCR Marines who are approved and elect to participate in the SMCR are as follows:

1. The RU will enter a **strength category code '7'** into the Marine's MCTFS record.

2. Reservists who are simultaneous participants (SMCR and PLC) may be eligible for benefits under the MGIB-R program. Ensure the correct MGIB-R code is in MCTFS when the Marine is a

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simultaneous participant. These Reservists should reflect a component code of 'K4', K8', 'K9', 'B5' or 'KA' **NOT** 'KP'. Request corrections to CMC (RAM). Failure to do so may affect a Marine's MGIB-R status.

3. When a PLC member goes to PLC training, SMCR units will transfer the Marine to voluntary AD per Section 4. **DO NOT SUBMIT A REACCESSION.**

4. Upon arrival at OCS, join the Marine using TTC 022 002 or TTC 022 012.


5. When the Marine returns from training, report a join from Active Duty per Table 6-5.

**NOTE:** There is no need to promote a Marine going to PLC. If E-4 and below, the Marine will systematically be paid E-5 pay when reporting the correct transfer, MCTFS will automatically adjust the pay grade, except for Marines with component code 'C9'..


60223. PLC LAWYER. (TTC 020 157/158).

Those PLC's who do not drill or muster with a Reserve unit will continue to go from Active Duty RUC 30382, Officer's Candidate School (OCS), to the PLC holding RUC, 30396. PLC Lawyers are in Reserve RUC 88874 and NAV ACAD/ROTC midshipmen and candidates are in RUC 86974.

1. This join is used for those lawyers who are members of the IRR while in the PLC program.

TTC 020 157        \_\_\_\_\_ JOIN LAWYER FROM IRR ADT REQ 00|  
8-byte DOA (YYYYMMDD) 


2. This join is used for lawyers who have been released from AD at the end of OCS and are in RUC 30396.

TTC 020 158        \_\_\_\_\_ JOIN LAWYER FR ACDU/OCS ADT REQ 00|  
8-byte DOA (YYYYMMDD) 

3. This join is used for those lawyers who were simultaneous members in the PLC and the SMCR.

TTC 020 159        \_\_\_\_\_ JOIN LAWYER FR SMCR ADT REQ 00|  
8-byte DOA (YYYYMMDD) 

4. This join is used for those lawyers who go back to the IRR from the lawyer RUC 88874. The transaction may be ran by IRR RUC's 88801 through 88805.

TTC 020 160        \_\_\_\_\_ JOIN IRR FR LAWYER RUC|  
8-byte DOA (YYYYMMDD) 

60224. JOIN TRANSFERRED ERRONEOUSLY (TTC 369).

1. Once the transaction is processed the MCTFS record will be reestablished as it was before the erroneous transfer. This includes pay remarks as well as fields within the record. The AD record status must be equal to 'H' prior to reporting this Entry and the RU must be a Reserve RU or this entry will fail.

2. When a Marine has been transferred to AD erroneously use the following statement to report a JOIN TR ERRON:

TTC 369 003        \_\_\_\_\_ JOIN TR ERRON| (Reserve Only)  
8-byte DOA (YYYYMMDD) 

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60225. FMCR JOINS. (TTC 020).

1. When an enlisted member on AD transfers to the FMCR after having completed the AD requirements for retirement, a computer record will be maintained in the CMF.
2. These records will be maintained by the CMC (MMSR) for purposes of mobilization in case of a national emergency.
3. No pay remarks will be maintained in MCTFS for these personnel. Their pay will be processed by the DFAS-CL.
4. Normally, a system generated join to the FMCR will be processed when the Marine's retirement is reported in the MCTFS.
5. If the system generated join to the FMCR does not occur, report the following:

TTC 020 109 JOIN FLEET|

**NOTE:** If the record is not on the CMF, CMC (MMSR) will use the retiree ECCO process to place the record in the MCTFS.

60226. RETIRED RESERVE PERSONNEL (TTC 020).

1. When a member of the Reserve Establishment fulfills the requirements for retirement, a computer record will be maintained in MCTFS in the same manner as for members of the IRR, FMCR, and Standby Reserve.
2. Title 10 U.S.C. 675, states that a member of the Retired Reserve may, if qualified, be ordered to AD without giving consent. It is through these requirements that members of the Retired Reserve are considered mobilization assets and will be used as total Reserve force manpower for both RCCPDS and mobilization reporting.
3. No pay information will be maintained on the MCTFS record for the Retired Reserve. All pay information will be maintained by the DFAS-CL.
4. The CMC (MMSR) is required to join a member of the Retired Reserve to the appropriate status within MCTFS based on the category of retirement.
5. Listed below are categories of the Retired Reserve that must be maintained in the MCTFS with the appropriate UD statements to be reported:

a. All officer/enlisted members of the Retired Reserve who are qualified for retirement through Reserve service and who are eligible for retirement pay at age 60. Upon commencement of retired pay at age 60, these members will have **their training/pay category code changed to 'W' or 'X'**, based on which category they fall under for retirement.

<u>TTC/SEQ</u>	<u>ENGLISH DESCRIPTION</u>
020 114	JOIN RETIRED ELIG AGE 60 FR SMCR
020 115	JOIN RETIRED ELIG AGE 60 FR IRR
020 116	JOIN RETIRED ELIG AGE 60 FR ASL
020 117	JOIN RETIRED ELIG AGE 60 FR ISL
020 137	JOIN RETIRED ELIG AGE 60 FR MTU

b. All officer/enlisted members of the **Retired Reserve who are retired without pay and are not eligible for pay at age 60**. Individuals in this category are known as Honorary Retirees. This group consists of members who have an approved request per MCO P1900.16. These members will be assigned a training/pay category code 'Z'. (not currently in use).

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<u>TTC/SEQ</u>	<u>ENGLISH DESCRIPTION</u>
020 118	JOIN RETIRED NOT ELIG FR SMCR
020 119	JOIN RETIRED NOT ELIG FR IRR
020 120	JOIN RETIRED NOT ELIG FR ASL
020 121	JOIN RETIRED NOT ELIG FR ISL
020 138	JOIN RETIRED NOT ELIG FR MTU

60227. RETIREE REPORTING (TTC 218/020).

1. All Active component officer retirees, Reserve component retirees with 20 or more years active service, and enlisted personnel who retire or transfer to the FMCR will be maintained in MCTFS. This will ensure that all necessary mobilization data is available at all times. All retiree automated records will be maintained by the CMC (MMSR). Report as follows:

TTC 218 000      RETIRED DATE \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) of retirement ↗

or

TTC 218 002      FMCR DATE \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) transfer FMCR ↗

or

TTC 218 003      FAN \_\_\_\_\_ |  
 2-byte (functional account  
 number) numeric code ↗

or

TTC 218 005      RETIRED CAT CODE \_\_\_\_\_ |  
 1-byte numeric code ↗

or

TTC 020 122      JOIN RETIRED REG USMC \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) join from AD ↗

2. Normally the member will automatically be joined in MCTFS to the retired RUC. When the record is not automatically joined, the CMC (MMSR) will report TTC 020 122 JOIN RETIRED REG USMC.

3. The following will allow CMC (MMSR) to join Marines to the disability retired list:

020 123      \_\_\_\_\_ JOIN PDRL| (Permanent Disability Retired List)  
 020 124      \_\_\_\_\_ JOIN TDRL| (Temporary Disability Retired List)  
 8-byte ED  
 (YYYYMMDD) of join ↗

# MCTFSPRIM

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020 022      JOIN MCC      TEM ADMINDISCP|
020 023      JOIN MCC      TEM ADMINDISCP ON IADT|
020 024      JOIN MCC      TEM CNFT ATLGCM|
020 025      JOIN MCC      TEM CNFT ATLGCM ON IADT|
020 026      JOIN MCC      TEM DU|
020 027      JOIN MCC      TEM DU ON IADT|
020 028      JOIN MCC      TEM FFT OTHER MCC|
020 029      JOIN MCC      TEM FFT OTHER MCC ON IADT|
020 030      JOIN MCC      TEM FMF AVN REPL|
020 031      JOIN MCC      TEM FMF GND REPL|
020 032      JOIN MCC      TEM GCM|
020 033      JOIN MCC      TEM GCM ON IADT|
020 034      JOIN MCC      TEM GCM TLPALW|
020 035      JOIN MCC      TEM GCM TLPALW ON IADT|
020 036      JOIN MCC      TEM HOSP BC|
020 037      JOIN MCC      TEM HOSP BC ON IADT|
020 038      JOIN MCC      TEM HOSP FR CBT UNIT|
020 039      JOIN MCC      TEM HOSP FR CBT UNIT ON IADT|
020 040      JOIN MCC      TEM HOSP OTHER MCC|
020 041      JOIN MCC      TEM HOSP OTHER MCC ON IADT|
020 042      JOIN MCC      TEM OTHER|
020 043      JOIN MCC      TEM SEP OTHER MCC|
020 044      JOIN MCC      TEM SEP OTHER MCC ON IADT|
020 046      JOIN MCC      TEMAVN REPL ON IADT|
020 047      JOIN MCC      TEM      GND REPL ON IADT|
021 082      JOIN MCC      TEM AVN ENTLEVEL STUD|
021 083      JOIN MCC      TEM AVN STUD|
021 084      JOIN MCC      TEM AVNTRG|
021 085      JOIN MCC      TEM AVNTRNG|
021 086      JOIN MCC      TEM AWTG ASG CMC|
021 087      JOIN MCC      TEM AWTG ASG CMC ON IADT|
021 088      JOIN MCC      TEM AWTG PEB|
021 089      JOIN MCC      TEM AWTG PEB ON IADT|
021 090      JOIN MCC      TEM AWTG TRANS OTHER MCC|
021 091      JOIN MCC      TEM AWTG TRANS OTHER MCC ON IADT|
021 092      JOIN MCC      TEM GND ENTLEVEL STUD|
021 093      JOIN MCC      TEM GND STUD|
021 094      JOIN MCC      TEM INSTR|HIST:

```

8-byte ED  
(YYYYMMDD)

MCC to which Marine is  
assigned. If none is  
assigned enter MCC of  
the RU  
HIST: Title of unit from which  
joined

FIGURE 6-1--JOIN FOR TEMPORARY DUTY

# MCTFSPRIM

## CIVILIAN REPORTABLE TRANSACTIONS

461 000 - 001	ATT TERM
107 000 - 001	FR TAD
402 000	ITD
350 000	ENROLL MCI CRS____
351 003	ADMIN DEL MCI CRS____
352 000	MCI CRS____COMPL SCORE____
170 000	MCC____
176 000	PRIMARY MOS____  (will only post the primary MOS)
067 000	PAY GRADE____
499 003	BILLET DESC.
499 004	T/MR T/O LINE NR.
499 018	BLOOD TYPE.
499 021	T/O.
499 022	COMPANY CODE.
499 024	HOME TELEPHONE NUMBER.
499 025	HOME ADDRESS.
499 026	HOME ADDRESS with Mailing Condition '2'.
499 028	WORK TELEPHONE NUMBER.
499 030	MAGTF DESIGNATOR.

FIGURE 6-2--CIVILIAN REPORTABLE TRANSACTIONS

# MCTFSPRIM

ONCE JOIN HAS PROCESSED, REPORT THE FOLLOWING TTCS AS REQUIRED.

REFER TO CHAPTER 12 FOR AUDIT PROCEDURES.

WHEN THE JOIN IS DUE TO -	INITIAL ENTRY INTO USMCR	RELACDU (EXCLUDE IADT MANDATORY PARTICIPANTS)	BROKEN REENL/ REAPPOINTMENT INTO USMCR/FMCR
ACIP (officers) data elements to include OSD, ASED, GATES, OPFLY TIME			X
BAH	X		X
DEAF	X		X
EOS			X
Home Address	X	X	X
MOS			
MOBMCC (if other than unit's)	X	X	X
Dependent Information			X
PEBD			X
PEN (if other than unit's)	X	X	X
SGLI if other than \$200,000 coverage (report for SMCR, MTU, IMA's only)			X
School (service/college)			X
Fed Tax Plan-Exempt For Tax and State Tax (report for SMCR, MTU, and IMA's only)	X		X
BILMOS	X	X	X
Pension Status			
Current Source Code			X
State Code	X	X	X
Cumulative LSL			X
MGIB-R Eligibility Data			X
Source of Initial Entry			X

Figure 6-3---JOINS - OTHER REPORTING REQUIREMENTS



# MCTFSPRIM

021 037	_____	JOIN	MCC_	FRDES_	ADMINDISCP
021 038	_____	JOIN	MCC_	FRDES_	AVN ENTLEVEL STUD____
021 039	_____	JOIN	MCC_	FRDES_	AVN STUD____
021 040	_____	JOIN	MCC_	FRDES_	AVNTRNG
021 041	_____	JOIN	MCC_	FRDES_	AWTG ASG CMC
021 042	_____	JOIN	MCC_	FRDES_	AWTG PEB
021 043	_____	JOIN	MCC_	FRDES_	AWTG TRANS OTHER MCC
021 044	_____	JOIN	MCC_	FRDES_	CLEM
021 045	_____	JOIN	MCC_	FRDES_	CNFT ATLGCM
021 046	_____	JOIN	MCC_	FRDES_	DU
021 047	_____	JOIN	MCC_	FRDES_	FFT OTHER MCC
021 048	_____	JOIN	MCC_	FRDES_	AVN REPL
021 049	_____	JOIN	MCC_	FRDES_	GND REPL
021 050	_____	JOIN	MCC_	FRDES_	GCM
021 051	_____	JOIN	MCC_	FRDES_	GCM TLPALW
021 052	_____	JOIN	MCC_	FRDES_	GND ENTLEVEL STUD____
021 053	_____	JOIN	MCC_	FRDES_	GND STUD____
021 054	_____	JOIN	MCC_	FRDES_	HOSP BC
021 055	_____	JOIN	MCC_	FRDES_	HOSP FR CBT UNIT
021 056	_____	JOIN	MCC_	FRDES_	HOSP OTHER MCC
021 057	_____	JOIN	MCC_	FRDES_	OTHER
021 058	_____	JOIN	MCC_	FRDES_	RECRUIT
021 059	_____	JOIN	MCC_	FRDES_	RESPROG AVN
021 060	_____	JOIN	MCC_	FRDES_	RESPROG GND
021 061	_____	JOIN	MCC_	FRDES_	SEP OTHER MCC
021 062	_____	JOIN	MCC_	FRDES_	TEM ADMINDISCP
021 063	_____	JOIN	MCC_	FRDES_	TEM APL LV
021 064	_____	JOIN	MCC_	FRDES_	TEM AVN ENTLEVEL STUD____
021 065	_____	JOIN	MCC_	FRDES_	TEM AVN STUD____
021 066	_____	JOIN	MCC_	FRDES_	TEM AVNTRNG
021 067	_____	JOIN	MCC_	FRDES_	TEM GND ENTLEVEL STUD____
021 068	_____	JOIN	MCC_	FRDES_	TEM GND STUD____
021 069	_____	JOIN	MCC_	FRDES_	TEM INSTR
021 070	_____	JOIN	MCC_	FRDES_	TEM RESPROG AVN
021 071	_____	JOIN	MCC_	FRDES_	TEM RESPROG GND
021 099	_____	JOIN	MCC_	FRDES_	INSTR

8-byte ED (YYYYMMDD)	_____	↑	_____	↑	_____	↑	_____	↑
MCC of RU	_____	_____	_____	_____	_____	_____	_____	_____
4-byte time RMC	_____	_____	_____	_____	_____	_____	_____	_____
Purpose for which joined (Table 6-1)	_____	_____	_____	_____	_____	_____	_____	_____

Figure 6-4--Join From Desertion TTC and Entry Listing.

# MCTFSPRIM

TABLE 6-1--REASON FOR WHICH JOINED/STRENGTH CATEGORY CODE.

	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
1	is an enlisted reservist on initial AD for training (IADT). This applies to all reasons for which joined. "ON IADT" is added to statements to identify reservists on IADT. Applies to all rules except 2, 8, 9, 10, 11, 13 and 18	_____ ON IADT	A	See TTC list
2	for the purpose of attending a Federal Academy (see MCO 1306.17.)	ATTEND FED ACAD	A	020 002
3	as an aviation trainee	AVNTRNG	A	020 003
4	for predeployment training as an overseas FMF ground replacement. <b>(NOTE 1)</b>	FMFGND REPL	A	021 015
5	for predeployment training as an overseas FMF aviation replacement. <b>(NOTE 1)</b>	FMFAVN REPL	A	021 013
6	for instruction in an entry level formal school (ground MOS only). (Notes 2 and 3) (Use only for FORMAL SCHOOL STUDENTS)	GND ENTLEVEL STUD_____  School code _____↑	A	021 073
7	for instruction in an entry level formal school (aviation MOS only) (Use for FORMAL SCHOOL STUDENTS.)	ANV ENTLEVEL STUD_____  School code _____↑	A	021 002

# MCTFSPRIM

TABLE 6-1 CONTINUED--REASON FOR WHICH JOINED/STRENGTH CATEGORY CODE.				
	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
8	as a ground student other than rule 6. ( <b>NOTES 2 and 3</b> ) (Use only for FORMAL SCHOOL STUDENTS)	GND STUD _____   School code _____ ↑	A	021 075
9	as an aviation student other than rule 7. ( <b>NOTES 2 and 3</b> ) (Use only for FORMAL SCHOOL STUDENTS)	AVN STUD _____   School code _____ ↑	A	021 005
10	for duty with the Reserve Program and is assigned to a ground billet (AR)	RESPROG GND	0	021 081
11	for duty with the Reserve Program and is assigned to an aviation billet (AR)	RESPROG AVN	0	021 080
12	for duty in a billet that serves the overall mission of the command to include on-the-job training/managed on-the-job training (OJT/MOJT), except MOJT for MOS 3051. Also includes personnel joined for the field skill training program	DU	0	020 007
13	for duty as a formal school instructor	INSTR	2	021 079
14	Confined awaiting trial by general court-martial	CNFT ATLGCM	B	020 005

# MCTFSPRIM

TABLE 6-1 CONTINUED--REASON FOR WHICH JOINED/STRENGTH CATEGORY CODE.

	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
15	from another monitored command for the administration of discipline	ADMINDISCP	D	020 000
16	awaiting final results of physical examination board proceedings ; including review	AWTG PEB	E	021 009
17	from another monitored command for further transfer to a different monitored command	FFT OTHER MCC	F	020 009
18	while on leave awaiting appellate review of GCM/SPCM sentence which included punitive discharge or dismissal	APL LV	G	021 001
19	from another monitored command solely for hospitalization. Does not include battle casualties or injuries/illness incurred while in a combat committed unit	HOSP OTHER MCC	L	020 015
20	as a battle casualty	HOSP BC	T	021 076
21	while hospitalized as a result of nonbattle injury or illness incurred while in a combat committed unit	HOSP FR CBT UNIT	T	021 077

# MCTFSPRIM

TABLE 6-1 CONTINUED--REASON FOR WHICH JOINED/ STRENGTH CATEGORY CODE				
	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
22	from another monitored command and is awaiting transportation to a difference monitored command	AWTG TRANS OTHER MCC	F	021 011
23	from another monitored command and is awaiting separation	SEP OTHER MCC	N	020 020
24	and is awaiting assignment by HQMC after release from hospitalization	AWTG ASG CMC	P	021 007
25	serving a sentence adjudged by a general court-martial which includes a total loss of pay and allowances	GCM TLPALW	R	021 072
26	serving a sentence adjudged by a general court-martial which does not include a total loss of pay and allowances	GCM	S	020 011
27	for temporary duty other than for formal school incident to PCS. ( <b>NOTE:</b> This rule does not apply in the INIT JOIN entry.)	TEM_____  enter the abbreviation of reason for temporary duty from appropriate rule in this table	U	See Fig 6-3
28	to undergo recruit training	TEM RECRUIT	A	021 095

**NOTE 1:** FMF ground replacement is a Marine ordered to a ground unit/command. FMF aviation replacement is a Marine ordered to an aviation unit/command. If this determination cannot be made, make determination based on the Marine's primary MOS.

**NOTE 2:** Refer to MCO P1200.7, MOS Manual, for listing of ground/aviation MOS's. If the Marine is to attend more than one school, report only the code for the first school. See Chapter 5 for additional instructions.

**NOTE 3:** These rules do not apply to personnel joined for field-skill training (FST), managed on-the-job training (MOJT) or on-the-job training (OJT). FST, MOJT (except MOS 3051) and OJT personnel must be joined FOR DUTY per rule 12.

# MCTFSPRIM

TABLE 6-2--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES.

	A	B	C	TTC
R U L E	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
1	hospitalized as a battle casualty	JOIN MCC__FORREC HOSP BC	T	021 028
2	hospitalized as a result of nonbattle injury or illness incurred while serving with a combat committed unit	JOIN MCC__FOREC HOSP FR CBT UNIT	T	021 029
3	hospitalized and is being joined from another MCC solely for hospitalization	JOIN MCC__FOREC HOSP OTHER MCC	L	021 101
4	hospitalized and is being joined solely for hospitalization from a unit within the same MCC	JOIN MCC__FOREC HOSP	appropriate code must be reported per paragraph 5150	021 027
5	confined awaiting trial by a general court-martial	JOIN MCC__FOREC CNFT ATLGCM	B	021 018
6	confined while serving sentence adjudged by a general court-martial which includes a total loss of pay and allowances	JOIN MCC__FOREC CNFT GCM TLPALW	R	021 020
7	confined while serving sentence adjudged by a general court-martial which does not include a total loss of pay and allowances	JOIN MCC__FOREC CNFT GCM	S	021 019

# MCTFSPRIM

TABLE 6-2 CONTINUED--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES.

	A	B	C	TTC
R U L E	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
8	confined and is being joined from another MCC for administration of discipline	JOIN MCC__FOREC CNFT OTHER MCC	X	021 021
9	confined and is being joined from a unit pursuant to sentence of SPCM if the confinement is for a period in excess of 1 month	JOIN MCC__FOREC CNFT SPCM	X	021 022
10	confined as a special or summary courts-martial prisoner involuntarily held beyond ECC	JOIN MCC__FOREC CNFT PAST ECC	K	021 036
11	IHCA domestic	JOIN MCC__FOREC IHCA  or JOIN MCC__FORREC IHCA OTHER MCC	C	021 030 021 031
12	captured (definitely known to have been taken into custody by a hostile force as a result of any armed conflict in which the Armed Forces of the U.S. are engaged)	JOIN MCC__FOREC CPTR	W	021 023

# MCTFSPRIM

TABLE 6-2 CONTINUED--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES.

R U L E	A	B	C	TTC
	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
13	missing (whereabouts or actual fate cannot be determined but reasonable determination has been made that the Marine is not in an UA status)	JOIN MCC____FOREC MIS	V	021 034
14	missing in action (battle and hostile casualties whose whereabouts or actual fate cannot be determined but reasonable determination has been made that the Marine is not in an UA status)	JOIN MCC____FOREC MIA	Y	021 033
15	interned (battle and hostile casualties known to have been taken into custody by a nonbelligerent foreign power as a result of any armed conflict in which the Armed Forces of the U.S. are engaged)	JOIN MCC____FOREC ITD	Z	021 032
16	detained (this statement will not be reported without prior approval of the CMC (MHC))	JOIN MCC____FOREC DETND	Z	021 024



# MCTFSPRIM

TABLE 6-2 CONTINUED--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES.				
	A	B	C	TTC
R U L E	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
17	deceased and had been en route under orders	JOIN MCC ____ FOREC DIED	X	021 025
18	hospitalized and was en route under orders	Use appropriate statements from rules 1, 2, 3, and 4	See rules 1, 2, 3, and 4	
19	enroute under orders but fails to report (reason for failure to report is unknown)	JOIN MCC ____ FOREC FAIL RPT	X	021 026
20	in hands of foreign civilian authorities	JOIN MCC ____ FOREC IHFA	C	021 102
		or JOIN MCC ____ FOREC IHFA OTHER MCC	C	021 103

# MCTFSPRIM

TABLE 6-3--ADDITIONAL INFORMATION THAT MAY BE REQUIRED WHEN REPORTING A JOIN.

(NOTE 1)

R U L E	A	B	C	
	Additional information to be reported with the join may include	if	statement to be reported	TTC
1	STRENGTH CATEGORY	the strength category for the Marine is different than the code automatically assigned based on the reason for which joined as indicated in Tables 3-1 & 3-2	STRCAT__EFF DATE__	112 000
2	DEPENDENTS' INFORMATION	There has been an addition or reduction in the number of dependents	DEPN ADD_ _ _ _ _  DEPN LOSS_ _ _ _ _	088 000 089 000
3	INDIVIDUAL LOCATION	the Marine is not located in the same geographical area as the reported MCC	INDIV LOC_ _ _	135 000
4	DATE CURRENT TOUR BEGAN	the date current tour began is not equal to the date of joining	CURR TOUR BEGAN_____	074 000
5	ROTATION TOUR DATE	the Marine is joined to a unit outside the Continental U.S.	RTD_____	198 000
6	COMBAT SERVICE CODE	the Marine is joined to a unit located in a combat area. Refer to the paragraph indicated for detailed instructions concerning the assignment of a combat service code	CBT SERV_____	152 001

# MCTFSPRIM

TABLE 6-3 CONTINUED—ADDITIONAL INFORMATION THAT MAY BE REQUIRED WHEN REPORTING A JOIN (see **NOTE 1**)

	A	B	C	
R U L E	Additional information to be reported with the join may include	if	statement to be reported	TTC
7	FAMILY SEPARATION ALLOWANCE (FSA)	the Marine has incurred additional expenses caused by enforced separation from dependents	refer to Chapter 9	
8	DATE ARRIVED US	the Marine is being joined from overseas	OVERSEAS CONTROL DATE____	071 000
9	DATE LAST TOUR COMBAT	the Marine is being joined following completion of a tour in a combat area	LASTTOUR CBT____	120 001
10	START/TERMINATION/SUSPENSION/RESUMPTION OF ANY SPECIAL OR INCENTIVE PAY	the join affects the Marine's entitlement to any type of special or incentive pay. Due to the complexity of this item, no examples are provided in this table	SDA PAY	
			SPECIAL PAY	
			INCENTIVE PAY FOR HAZARDOUS DUTY	
			HOSTILE FIRE OR IMMINENT DANGER PAY	
			FOREIGN DUTY /CERTAIN PLACE PAY	

## MCTFSPRIM

TABLE 6-3 CONTINUED—ADDITIONAL INFORMATION THAT MAY BE REQUIRED WHEN REPORTING A JOIN. (NOTE 1)

	A	B	C	
R U L E	Additional information to be reported with the join may include	if	statement to be reported	TTC
			DIVING DUTY PAY	
			CAREER SEA PAY	
			AVIATION CAREER INCENTIVE PAY	
			DUTY LIMITATION	
11	START OF ENTITLEMENT TO BAS OR COMRATS	the Marine is entitled to this allowance	BAS and COMRATS	
12	TERMINATION/RESUMPTION OF CLOTHING REPLACEMENT ALLOWANCE	the status of the Marine results in the termination or resumption of CRA	CLOTHING ALLOWANCE	
13	CHANGE OR PRIMARY MOS	the Marine is joining after successfully completing a school for which the CMC directed assignment of specific MOS upon completion of the school the Marine is entitled to a bonus under the Enlistment Bonus Program (EBP)	PRIMARY MOS__ED__	176 000
14	DISBURSING STATION SYMBOL NUMBER	The RU is serviced by more than one FO (NOTES 2 and 3)	DSSN__ED_____	150 000

# MCTFSPRIM



TABLE 6-3 CONTINUED--ADDITIONAL INFORMATION THAT MAY BE REQUIRED WHEN REPORTING A JOIN. (NOTE 1)				
	A	B	C	
R U L E	Additional information to be reported with the join may include	if	statement to be reported	TTC
15	ARMED FORCES ACTIVE DUTY BASE DATE		ACDU BASE DATE____	085 000
16	PROGRAM ELEMENT NUMBER (PEN) AND RESPONSIBILITY CENTER NUMBER (RCN)	the T/O line to which the Marine is assigned has a Pen different from the primary PEN for the RUC/MCC	PEN____ RCN____	265 001 263 000
17	BASIC HOUSING ALLOWANCE	the Marine is entitled to BAH and not assigned government quarters	refer to BAH par 5012	388 XXX
18	REPORTING ATTENDANCE AT FORMAL SCHOOL	the Marine starts a formal school after being joined or attached for another reason	STRT SCOL____	083 000
19	PROJECTED TRAINING COMPLETION DATE	the school completion date and MOS to be assigned are known	PTCD____IMOS____	419 001

**NOTE 1:** This is not an all inclusive list of statements which may be required with a JOIN ENTRY. Completion of the Join BIR/BTR and LES audit may require further reporting.

**NOTE 2:** Do not report the alphabetic prefix.

**NOTE 3:** DSSN is not required if all Marines of the unit are serviced by the same FO.

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TABLE 6-4--INITIAL JOIN INTO RESERVE ESTABLISHMENT.					
R U L E	A	B	C	D	E
	If the type join is	and the reason is	use this statement	and submit (NOTE 1)	TTC
1	new member (NPS)	enlisting in the Reserve Special Enlistment Program and <u>will</u> participate in IDT prior (i.e. CAT P)	INIT JOIN AWTG IADT PAY  (NOTE 2)	other data required by Figures 6-6 and 6-7	022 050
2	new member (PS)	enlisting in SMCR after a previous discharge (broken or continuous reenlistment)	INIT JOIN REENL__YRS  1 byte no of years (2 to 6) 		022 052
3		enlisting in IRR after a previous discharge (broken or continuous reenlistment)	INIT JOIN IRR REENL__YRS  1-byte no of years (NOTE 3) 		022 053
4	enlistment in ROTP	member participating in ROTP	INIT JOIN IRR PART ROTP  (NOTE 3)		022 054
5	Recommissioned officer	approved by the CMC (MRRO)	INIT JOIN IRR RECOM  (NOTE 3)		022 057

**NOTE 1:** Data to be reported in the HIST : statement will be obtained from DD Form 4 and DD Form 1966 or other official records as applicable.

**NOTE 2:** New members (NPS) who will **not** participate in IDT prior to IADT will be joined using Table 6-5, rule 2 upon return from IADT.

**NOTE 3:** This transaction is for use by the CG, MCRSC only.

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TABLE 6-5--JOIN INTO AN SMCR UNIT TO INCLUDE AN IMA.				
R U L E	A	B	C	D
	if the type join is	and the reason is	use this statement	TTC
1	from another SMCR unit	member's request due to location change, own request, other reason	JOIN RUC__MCC__DU  HIST:FR RUC____	020 048
2	to an SMCR unit from IRR, IMA, IADT, Active Duty, RELACDU, or Retired Reserve ( <b>NOTES 1 and 2</b> )	member's request; mandatory participant required to perform minimum IDT requirement annually with pay; RELACDU or from temporary active duty with Regular Marine Corps (members in this category are required to perform 48 IDT periods per year and 14 days AT)	JOIN DU FR____IDT REQ 48   RELACDU IRR IMA RET IADT ACTIVE DUTY	020 145 020 147 020 155 020 144 020 142 020 143
3	to an IMA from IRR, RELACDU, Active Duty or Retired Reserve	member who is joined as an IMA and will participate in 0, 12, 24, or 48 IDT periods per year and 12-14 days AT (not applicable to SMCR units)	JOIN DU FR____IMA REQ____   IRR RELACDU ACTIVE DUTY RET Min REQ IDT periods____	020 062 020 060 020 125 020 065
4	to an IMA from an SMCR unit	member who is joined as an IMA will perform 12-14 days AT per year and 0,12,24,or 48 IDT periods per year	JOIN DU SMCR IMA REQ____   Min REQ IDT periods____	020 153
5	to an SMCR unit from an IMA billet	member is joined to a SMCR unit and will perform 14 days AT and 48 IDT periods per year	JOIN DU FR IMA IDT REQ <u>48</u>	020 155

**NOTE 1:** Reservists who are enrolled in the PLC Program and are being rejoined from PLC training will be reported as JOIN DU FR ACTIVE DUTY IDT REQ 48.

**NOTE 2:** Refer to MCO P1001R.1, for actions to be taken prior to reporting joins from the IRR or Standby Reserve (ASL or ISL). Take necessary action to report MGIB-R and SRIP entitlements per Chapter 5, if applicable.

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TABLE 6-6--JOIN TO THE IRR. (MCRSC ONLY)

R U L E	A	B	C	D
	If the type join is	and the reason is	use this statement	TTC
1	from SMCR, MTU, RELACDU, or Active Duty (see <b>NOTE</b> )	member's request (or other reason ; e.g., completion of SMCR obligation, etc.) with either a mandatory requirement to attend ADT or no mandatory requirements for ADT	<p>JOIN IRR FR__ADT REQ__ </p> <p>SMCR MTU RELACDU ACTIVE DUTY (see note)</p> <p>minimum number days ADT (i.e., 30 or 00)</p>	020 XXX
2	from Standby Reserve (ASL)		<p>JOIN IRR FR ASL AGR__YRS ADT REQ__ </p> <p>1-byte no of yrs</p> <p>minimum number days ADT (i.e., 30 or 00)</p>	020 081 020 083
3	from Standby Reserve (ISL)		<p>JOIN IRR FR ISL AGR__YRS ADT REQ__ </p> <p>1-byte no or yrs</p> <p>minimum number days ADT (i.e., 30 or 00)</p>	020 084 020 086
4	from Retired Reserve		<p>JOIN IRR FR RET AGR__YRS ADT REQ__ </p> <p>1-byte no of yrs</p> <p>minimum number days ADT (i.e., 30 or 00)</p>	020 087 020 089

**NOTE :** Reservists who are enrolled in the ROTP and are being rejoined from training will be reported as JOIN IRR FR ACTIVE DUTY ADT REQ.



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TABLE 6-7--RESERVE JOIN ENTRIES		
A	B	C
IF RESERVE RECORD STATUS IS:	THEN REPORT	TTC
'0'	JOIN RUC__MCC__DU FR IRR IDT REQ 48 JOIN RUC__MCC__DU FR IRR REQ__  (CMC/MISSO/MCRSC USE ONLY)	020 147 020 062
'1'	INIT JOIN RUC__MCC__AWTG IADT PAY  (REG/CAT-P) INIT JOIN RUC__MCC__REENL__YRS  (ECCO)	022 050 022 052
'2'	JOIN RUC__MCC__DU FR RELACDU IDT REQ 48  JOIN RUC__MCC__DU FR RELACDU IMA REQ__  (CMC/MISSO/MCRSC USE ONLY)	020 145 020 060
'3' *Used for interunit transfers from the IMA to an SMCR	JOIN RUC__MCC__DU	020 049
'6'	JOIN RUC__MCC__DU FR IADT REQ 48	020 142
'G'	JOIN RUC__MCC__DU FR ACTIVE DUTY IDT REQ 48  JOIN RUC__MCC__DU FR ACTIVE DUTY IMA REQ__  (CMC/MISSO/MCRSC USE ONLY)	020 143 020 125

**NOTE:** Reserve Record status '0' (ZERO) is a common join, but can be joined from the IRR in any status. Ensure that the Join date being reported is at least 1 day after join to IRR.

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## SECTION 3: ATTACHMENTS

### 60300. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Attachments (including Fleet Assistance Program entries). Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
031 000 ATT RUC MCC ABS RMC EXCESS			REG N N
031 001 ATT RUC MCC ACDUTRA EXCESS			REG N N
031 002 ATT RUC MCC AWTG TRANS CONUS LV EXCESS			REG N N
031 003 ATT RUC MCC DES RMC EXCESS			REG N N
031 004 ATT RUC MCC OTHER REASON EXCESS			REG N N
031 005 ATT RUC MCC RETD ASG TEMP ACDU EXCESS			REG N N
031 006 ATT RUC MCC TAD EXCESS			REG N N
031 007 ATT RUC MCC TAD STUD EXCESS			REG N N
031 008 ATT RUC MCC TEMP ACDU EXCESS			REG N N
031 009 ATT TAD RUC MCC EXCESS			RES N N
032 000 JOIN FAP RUC ED			REG N N
106 000 TO TAD RUC EXCESS			REG N N
106 001 TO TAD RUC STUD EXCESS			REG N N
106 002 TO TAD RUC EXCESS			RES N N
107 000 FR TAD RUC			REG N N
107 001 FR TAD RUC			RES N N
141 000 FAP MCC			REG N N
306 000 TO FAP ED			REG N N
307 000 FROM FAP RUC ED			HQ REG N N
462 000 FAP TERM ED			HQ REG N N
461 000 ATT TERM RUC			HQ REG N N
461 001 ATT TERM RUC			HQ RES N N

### 60301. ATTACHED PERSONNEL.

Marine Corps personnel who are attached to a RU for a specific purpose while still carried on the rolls of their parent unit. Marines in the below listed categories will be attached EXCESS rather than joined to the RU:

1. Personnel reporting to a unit/command in compliance with orders for TAD or duty under instruction as a student for a period of 31 days or more.
2. Personnel in the categories addressed in paragraph 60212.
4. Personnel awaiting transportation to or from CONUS leave while permanently assigned to an overseas unit.
3. For personnel in a TAD EXCESS status, the MCTFS will accept valid entries submitted by either the parent unit or by the attaching unit. However, the attaching unit cannot report join/transfer/drop/reassignment/change of MCC entries for personnel in a TAD EXCESS status. **Whichever unit becomes aware of items to be reported must submit the UD entry.** All transactions pertaining to a person who is attached EXCESS will be printed out on the DFR of the parent unit and also on the DFR of the attaching unit, regardless of which unit submitted the entry. The names of personnel attached EXCESS will appear on the rolls of the parent unit and also on the rolls of the attaching unit. Appearance of the accepted entry on the DFR is authority for the unit maintaining the Service Records to enter the change if required.

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4. Marines in a TAD EXCESS status may be reported to one additional period of either TAD EXCESS or TO FAP. The names of personnel so reported will continue to appear on the rolls of the parent unit and the attaching units or FAP unit.

5. In addition to reporting the attachment for TAD EXCESS **the RU should refer to chapter 9 for audit requirements and TABLE 6-3.**

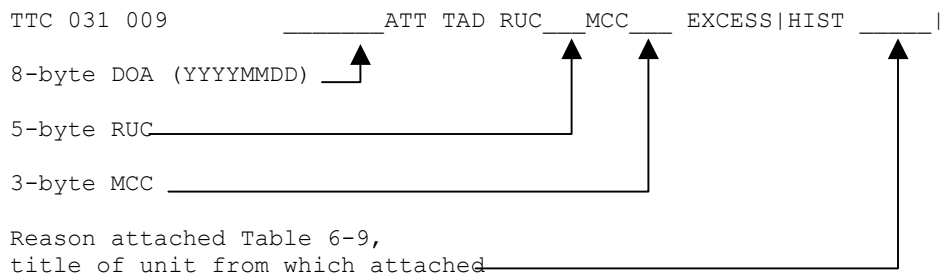
60302. ATTACHED TO THE SMCR/MTU.

Personnel in the below categories will be attached to an SMCR unit:

1. SMCR members on TAD to another SMCR unit who perform IDT/AD with the attaching unit.
2. Retired members assigned to TAD who perform such duty with an SMCR unit or an MTU.
3. The following must be reported in the case of attached personnel:
  - a. Commencement of attachment, paragraph 60408.
  - b. Termination of attachment, paragraph 60409.
  - c. All occurrences which require UD reporting.
4. For all personnel in an attached status, MCTFS will accept valid UD entries submitted by either the parent or the attaching unit. However, the attaching unit cannot report JOIN/TRANSFER/DROP or TO TAD entries (to another SMCR unit) for personnel in an attached status. UD entries must be reported as the unit becomes aware of items affecting the reservist's unit. All transactions pertaining to a person who is attached will be on the DFR for the parent and the attached unit, regardless of which unit reported the information. Names of the attached personnel will appear on the alpha rosters of both the parent and attached units. Appearance of the entry on the DFR is authority for the unit maintaining the Service Record to enter changes if a change is indicated.
5. RU's are cautioned that personnel in an attached status cannot be reported to another period of Active Duty/AT/TAD by the attaching unit. The attaching unit and the parent unit must report the appropriate entries to terminate the current period. After the termination entries are processed, the parent unit will then report the new period of duty.
6. In cases where the attached member is not performing IDT/AD with the attaching unit, and an event entry for IDT/AD was reported, no exclusive entry is required if the member is in an attached status for the entire period covered by the event entry.
7. In addition to reporting the attachment, **the RU should refer to chapter 12 for audit requirements and Table 6-3.**

60303. ATTACHMENT OF RESERVISTS, COMMENCEMENT (TTC 031).

The following statement will be used to report the commencement of an attached status :



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60304. FLEET ASSISTANCE PROGRAM (**FAP**) (TTC 032/141/306/307/462).

1. This paragraph provides UD reporting requirements for personnel assigned to the FAP. UD reporting instructions for the accountability of Marines assigned to the FAP while on the island of Okinawa, Japan are contained in Section 3 of this chapter.
2. A Marine who is in a TAD excess status can be reported TO FAP. A Marine in a FAP status can be ordered to TAD by the FAP unit by reporting the appropriate TAD entry per paragraph 60313. Caution must be exercised to ensure the Marine is on the first period of TAD EXCESS or FAP prior to reporting the TO FAP/TAD. (See Chapter 3 ENLISTMENTS).
3. Occurrences during periods of FAP (less than 6 months) may be reported by the parent unit or the FAP unit. For extended periods (6 months or more) of FAP, the parent unit will coordinate with the FAP unit prior to making a UD entry. This coordination requirement is necessary to keep the MCTFS record accurate. Accepted transactions will appear on the DFR of the parent unit, the FAP unit, and the temporary unit.
4. If isolated from RU, computer-generated error messages, pay data, and BIR/BTR will be forwarded to that Marine's physical location. If the Marine is not physically located at RU.
5. HQMC entered changes that are accepted into the MCTFS will appear on the DFR of the parent unit, FAP unit, and the temporary unit.
6. Computer processing of the JOIN FAP entry will automatically generate a Strength Category code '5' (FAP) and a Duty Status of 'Y' (FAP) for the Marine concerned.
7. UD reporting requirements for periods of FAP are as follows:
  - a. The parent unit (Marine's unit of permanent assignment) or TAD unit (unit to which the Marine is assigned on TAD EXCESS) must report the commencement of FAP with the statement shown below. When a Marine is reported TO FAP, the FAP unit must be in the same MCTFS personnel reporting JURIS as the unit reporting the statement.

TTC 306 000                      TO FAP \_\_\_\_ ED \_\_\_\_ |  
 4-byte time                      ↑                      ↑  
 8-byte ED (YYYYMMDD)                      ↑

- b. The FAP unit to which the Marine is assigned for the period of FAP will report a JOIN FAP with the following statement :

TTC 032 000                      JOIN FAP \_\_\_\_ RUC \_\_\_\_ ED \_\_\_\_ |  
 4-byte time                      ↑                      ↑                      ↑  
 5-byte RUC                      ↑  
 8-byte ED (YYYYMMDD)                      ↑

- c. Report FAP MCC as follows:

TTC 141 000                                      FAP MCC \_\_\_\_ |  
 3-byte MCC of the                                      ↑  
 command to which the Marine  
 is assigned for the period of FAP

- d. The FAP unit to which the Marine was assigned for the period of FAP will report the termination of FAP with the following statement:

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TTC 462 000            FAP TERM    ED    |  
 4-byte time            ↑            ↑  
 8-byte ED (YYYYMMDD)            ↑

e. The parent unit or TAD unit will report the Marine's return from FAP with the following statement:

TTC 307 000            FROM FAP    RUC    ED    |  
 4-byte time            ↑            ↑            ↑  
 5-byte (Present) RUC            ↑  
 8-byte ED (YYYYMMDD)            ↑

60305. ATTACHED STATUS, COMMENCEMENT (TTC 031).

1. To report commencement of attached status use either an individual entry or group entry, as appropriate. Complete the last name, initials, and identification number columns.
2. Report the appropriate action statement if the period for which attached is 31 days or longer:

<u>TTC/SEQ</u>	<u>ENGLISH DESCRIPTION</u>			
031 000    ATT    RUC    MCC	ABS RMC EXCESS HIST : _____			
031 001    ATT    RUC    MCC	ACDUTRA EXCESS HIST : _____			
031 002    ATT    RUC    MCC	AWTG TRANS CONUS LV EXCESS HIST: _____			
031 003    ATT    RUC    MCC	DES RMC EXCESS HIST : _____			
031 004    ATT    RUC    MCC	OTHER REASON EXCESS HIST : _____			
031 005    ATT    RUC    MCC	RETD ASG TEMP ACDU EXCESS HIST: _____			
031 006    ATT    RUC    MCC	TAD EXCESS HIST : _____			
031 007    ATT    RUC    MCC	TAD STUD            EXCESS HIST : _____			
031 008    ATT    RUC    MCC	TEMP ACDU EXCESS HIST : _____			

8-byte DOA            ↑            ↑            ↑            ↑            ↑  
 4-byte time            ↑            ↑            ↑            ↑  
 5-byte RUC            ↑            ↑            ↑            ↑  
 3-byte Monitored Command Code            ↑            ↑            ↑            ↑  
 Title of unit/command from which attached            ↑

**NOTE:** Action date preceding the word ATT is required only when the actual attachment is earlier than the date of the UD.

60306. OCCURRENCES DURING ATTACHED STATUS.

1. Occurrences, except for JOINS FROM DESERTION, and those entries in paragraph 60400, during a Marine's TAD EXCESS status which require UD entries, will be reported by either the parent or attaching unit. If a Marine is to be reattached following a return from desertion, the parent unit and the attaching unit cannot submit entries on the Marine until a JOIN FROM DESERTION has been reported. A join from desertion can only be reported by the parent RU.
2. Computer processing of the join from desertion entry will remove the previous attachment data from the computer record. If the Marine is to be reattached, the parent RU must again report the appropriate TO TAD entry per paragraph 60413 after the join from desertion entry

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has been processed. The attaching unit must again report the appropriate attaching entry per paragraph 60305.

3. RU's are cautioned that a person on the second period of TAD EXCESS cannot be reported TO TAD EXCESS or TO FAP again. A person who is FAP from a TAD EXCESS status cannot be reported TAD EXCESS again. A person on their second period of TAD EXCESS or FAP from a TAD EXCESS status may be terminated and sent directly back to the parent unit. Computer processing of the parent unit's from TAD or FAP will automatically delete the TAD RUC's from the record.

4. UD entries will be prepared in the same manner as for other members of the RUC.

60307. TERMINATION OF ATTACHED STATUS (TTC 461).

To report the termination of TAD of personnel who were attached, report as follows:

TTC 461 000	____ ATT TERM ____	RUC ____	HIST: _____
8-byte DOA _____	↑	↑	↑
4-byte time _____	↑		
5-byte RUC _____	↑		
Title of unit/command from which attached _____			

**NOTE:** Action date is required preceding the word ATT only when the actual attachment termination is earlier than the date of the UD.

60308. TEMPORARY ADDITIONAL DUTY (TAD) (TTC 106/107)

1. Occurrences, with the exception of JOIN/TRANSFER/DROP, during the period of TAD may be reported by either the parent unit or the attaching unit. Whichever unit first becomes aware of the reportable occurrence will report it on the UD. The accepted entry will appear on the DFR of both the parent and attaching unit.

2. Upon completion of the period of TAD, the attaching unit must terminate the period of attachment.

3. Upon completion of the TAD period, the parent unit will report termination of TAD per paragraph 60413. Do not report termination of TAD until termination of attachment is reported by the attaching unit and the accepted entry appears on the TRF. If after a period of 15 days since the reservist has returned from TAD and the termination of attachment statement has not appeared, the parent unit will contact the attaching unit to ensure that the termination of attachment statement is processed expeditiously.

4. UD reporting of periods of TAD will be as follows:

a. Periods of TAD for 31 days or more (TAD EXCESS) will be reported as action statements (see below).

b. When the parent unit knows in advance that the Marine being sent to TAD in excess of 30 days will not be attached during the entire period of TAD, then the TO TAD EXCESS statement will not be reported on the UD. Instead, for accounting purposes, the parent unit will report a DU STATUS A|STRCAT 4|. This will place the Marine's record in a TAD status in MCTFS, but will not affect the Marine's DSSN. When the Marine returns, the parent unit must report the appropriate duty status and strength category to restore the Marine's CMF to a full duty status.

c. JOIN, TRANSFER, and DROP actions may only be reported by the parent unit. All other occurrences during the period of TAD EXCESS may be reported by either the parent unit or the attaching unit. Whichever unit first becomes aware of the reportable occurrence will report it on the UD. The accepted entry will appear in the DFR of both the parent unit and the attaching unit. See chapter 2.

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d. Upon completion of the period of TAD, the attaching unit must terminate the period of attachment per Section 5 of this chapter.

e. Upon return of the Marine to the parent unit, the parent unit will report termination of TAD per subparagraph 60413.3, except as noted in subparagraph 60413. Do not report termination of TAD until the termination of attachment is reported by the attaching unit and the accepted entry appeared on the TRF.

### 2. Commencement of TAD 31 Days or More (AD and Reserve).

a. Active Duty Personnel (to include Reserve personnel on periods of AD for **31 days or more** (ADSW)). The statement to be used is dependent on whether or not the Marine is going on TAD as a student.

(1) TAD as a Student in a Formal School for a Period of 31 Days or more. The statement reported by the parent unit must include the time to TAD, the formal school code, and the word EXCESS. The word EXCESS indicates that the period of TAD is for a period of 31 days or more. If the Marine is to attend more than one school during the period of TAD, report the code for the first school only and refer to Chapter 5, Section 10 for additional reporting requirements.

```

TTC 106 001      TO TAD  RUC  STUD  EXCESS|
                    ^      ^      ^
4-byte time TAD commenced  ^      ^
                    5-byte RUC      ^
                    Formal school code from MCO P1080.20

```

(2) TAD Not as a Student. The statement reported by the parent unit must include the time to TAD and the word EXCESS. The word EXCESS indicates that the period of TAD is for a period of 31 days or more.

```

TTC 106 000      TO TAD  RUC  EXCESS|
                    ^      ^      ^
8-byte DOA      ^      ^
                    4-byte time TAD commenced  ^
                    5-byte RUC

```

**NOTE:** Report individual location if changed.

b. Reserve Personnel. A reservist performing a period of TAD with an SMCR unit or an MTU will be reported TO TAD EXCESS. A reservist performing a period of AD for 31 days or more must be transferred to AD. Report commencement of a TAD period for Reserve personnel as follows:

```

TTC 106 002      TO TAD RUC  EXCESS |HIST:
                    ^      ^
8 byte DOA      ^      ^
                    5-byte RUC

```

### 3. Termination of TAD.

a. The termination of TAD EXCESS must always be reported as an action statement even though there may be times when the period of TAD EXCESS must be terminated before 31 days have elapsed. When the Marine returns in a duty status **other than full duty**, report the correct duty status.

b. If the Marine's individual location has changed, report the new individual location. Report the appropriate entry to start COMRATS/BAS, if applicable, per Chapter 8, Section 2.

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If the Marine is returning from attendance at a formal school, report completion for enlisted personnel only if this information has not been previously reported. Failure to complete a formal school by officers and enlisted personnel will be reported on the UD. Refer to Chapter 5, Section 10 for instructions to report formal school information.

4. Upon termination of TAD, it may be necessary to report other items in addition to those listed below. In each case, refer to the specific paragraph and/or other directives for complete instructions.

a. If the TAD was performed in a combat area or overseas area, the following items may be affected:

- (1) RTD - see Chapter 5.
- (2) Career Sea Pay - see Chapter 9.
- (3) Combat Service Code - see Chapter 4.
- (4) Overseas Control Date - see Chapter 5.
- (5) Date Last Tour Combat - see Chapter 5.
- (6) Hostile Fire or Imminent Danger Pay (HFP) - see Chapter 9.

b. If the Marine was TAD to attend a school, MOS's may change as a result of the school completion. See Chapter 5.

c. The Marine may be filling a different billet upon return. Report change of billet MOS. See Chapter 5.

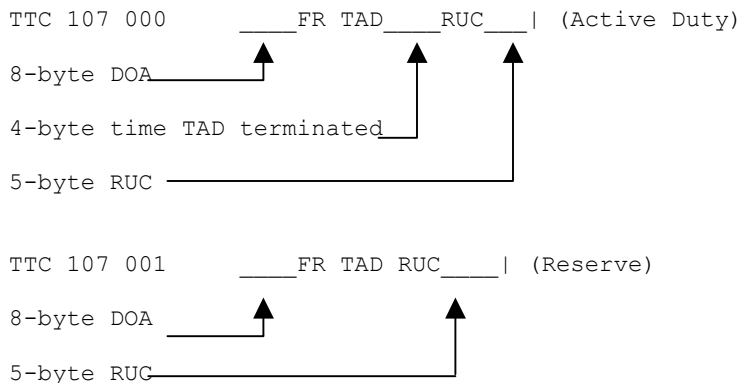
d. Dependents location may change. See Chapter 5.

e. Security investigation/clearance may change. See Chapter 4.

f. In addition, the DODFMR, Vol. 7A, must be checked for each type of special or incentive pay/allowance to which the Marine is entitled to determine whether entitlement is affected.

g. Duty status code may change. Refer to Chapter 4.

5. UD reporting instructions for the accountability of Marines assigned TAD while on the island of Okinawa, Japan are contained in Section 3 of this chapter.





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TABLE 6-8--ATTACHMENT TO THE SMCR/MTU.		
R U L E	A	B
	If the reason for attachment is	then report reason in a HIST: statement
1	associate duty	ASSOC DU
2	appropriate duty	APPROP DU
3	repeated training duty	REP TRNG DU
4	temporary additional duty	TAD
5	active duty training	ADT
6	retired assigned to AD	RETD ASG TEMAC
7	other reason IDT status	OTHER PERF DRILL
		OTHER NONDRILL

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TABLE 6-9--PURPOSE FOR WHICH ATTACHED-REGULAR ACTIVE DUTY.			
R U L E	A	B	C
	If the reason for attachment is	then report reason as	TTC
1	temporary additional duty	ATT____MCC____TAD EXCESS	031 006
2	temporary additional duty as a student	ATT____MCC____TAD STUD____ EXCESS	031 007
3	absentee from another command who is RMC	ATT____MCC____ABS RMC EXCESS	031 000
4	awaiting transportation to or from CONUS leave while permanently assigned to overseas unit	ATT____MCC____AWTG TRANS CONUS LV EXCESS	031 002
5	a reason not indicated in the rules above	ATT____MCC____OTHER REASON EXCESS  (NOTE)	031 004

**NOTE:** When this term is used, the specific reason must be shown in a HIST: statement.

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## SECTION 4: TRANSFERS

### 60400. INTRODUCTION.

1. The different categories of this Section are those items that pertain to different types of Transfers. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR			
357 000 TR TO__PLC				HQ REG	N	N
359 019 TR MCC__FOREC CNFT ADMINDISCP EDA __				HQ REG	Y	N
359 020 TR MCC__FOREC CNFT ATLGCM EDA __				HQ REG	Y	N
359 021 TR MCC__FOREC CNFT GCM EDA __				HQ REG	Y	N
359 022 TR MCC__FOREC CNFT GCM TLPALW EDA __				HQ REG	Y	N
359 023 TR MCC__FOREC CNFT PAST EAS EDA __				HQ REG	Y	N
359 024 TR MCC__FOREC CNFT SPCM EDA __				HQ REG	Y	N
359 025 TR MCC__FOREC CPTR EDA __				HQ REG	Y	N
359 026 TR MCC__FOREC DIRCTD EDA __				HQ REG	Y	N
359 027 TR MCC__FOREC HOSP EDA __				HQ REG	Y	N
359 028 TR MCC__FOREC HOSP BC EDA __				HQ REG	Y	N
359 029 TR MCC__FOREC HOSP FR CBT UNIT EDA __				HQ REG	Y	N
359 030 TR MCC__FOREC IHCA EDA __				HQ REG	Y	N
359 031 TR MCC__FOREC ITD EDA __				HQ REG	Y	N
359 032 TR MCC__FOREC MIA EDA __				HQ REG	Y	N
359 033 TR MCC__FOREC MIS EDA __				HQ REG	Y	N
359 034 TR MCC__FOREC WHILE TAD EDA __				HQ REG	Y	N
359 035 TR MCC__FOREC IHFA EDA __				HQ REG	Y	N
359 036 TR MCC W93 FOREC CNFT GCM PAROLE TLPALW EDA _____				HQ REG	Y	N
359 037 TR MCC W93 FOREC CNFT GCM PAROLE EDA _____				HQ REG	Y	N
360 000 TR FOREC				HQ REG	Y	N
361 000 TR ADMINDISCP				HQ REG	Y	N
361 001 TR AVNTRNG				HQ REG	Y	N
361 002 TR DU		HQ REG	Y		N	
361 003 TR FURTRANS				HQ REG	Y	N
361 004 TR HOSP				HQ REG	Y	N
361 005 TR ICT				HQ REG	Y	N
361 006 TR INDIVCBTTR				HQ REG	Y	N
361 007 TR INSTR				HQ REG	Y	N
361 008 TR RECRUIT				HQ REG	Y	N
361 009 TR SEP				HQ REG	Y	N
362 000 TR AVN STUD__				HQ REG	Y	N
362 001 TR CNFT GCM				HQ REG	Y	N
362 002 TR CNFT GCM TLPALW				HQ REG	Y	N
362 003 TR CNFT SPCM				HQ REG	Y	N
362 004 TR FFT OTHER MCC				HQ REG	Y	N
362 005 TR FMF AVN REPL				HQ REG	Y	N
362 006 TR FMF GND REPL				HQ REG	Y	N
362 007 TR GND STUD__				HQ REG	Y	N
362 008 TR HOSP BC				HQ REG	Y	N
362 009 TR OTHER REASON				HQ REG	Y	N
362 010 TR RESPROG AVN				HQ REG	Y	N
362 011 TR RESPROG GND				HQ REG	Y	N
362 012 TR TRIAL GCM				HQ REG	Y	N
363 000 TR AVN ENTLEVEL STUD__				HQ REG	Y	N
363 001 TR GND ENTLEVEL STUD____				HQ REG	Y	N
363 002 TR HOSP FR CBT UNIT				HQ REG	Y	N
364 010 TR MCC__ADMINDISCP EDA _____				HQ REG	Y	N
364 011 TR MCC__AVNTRNG EDA _____				HQ REG	Y	N
364 012 TR MCC__DU EDA _____				HQ REG	Y	N

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364 013	TR MCC	FURTRANS EDA	HQ REG	Y	N
364 014	TR MCC	HOSP EDA	HQ REG	Y	N
364 015	TR MCC	ICT EDA	HQ REG	Y	N
364 016	TR MCC	INDIV CBTTR EDA	HQ REG	Y	N
364 017	TR MCC	INSTR EDA	HQ REG	Y	N
364 018	TR MCC	RECRUIT EDA	HQ REG	Y	N
364 019	TR MCC	SEP EDA	HQ REG	Y	N
365 014	TR MCC	ATTEND FED ACAD EDA	HQ REG	Y	N
365 015	TR MCC	AVN STUD EDA	HQ REG	Y	N
365 016	TR MCC	CNFT GCM EDA	HQ REG	Y	N
365 017	TR MCC	CNFT GCM TLPALW EDA	HQ REG	Y	N
365 018	TR MCC	CNFT SPCM EDA	HQ REG	Y	N
365 019	TR MCC	FFT OTHER MCC EDA	HQ REG	Y	N
365 020	TR MCC	FMF AVN REPL EDA	HQ REG	Y	N
365 021	TR MCC	FMF GND REPL EDA	HQ REG	Y	N
365 022	TR MCC	GND STUD EDA	HQ REG	Y	N
365 023	TR MCC	HOSP BC EDA	HQ REG	Y	N
365 024	TR MCC	OTHER REASON EDA	HQ REG	Y	N
365 025	TR MCC	RESPROG AVN EDA	HQ REG	Y	N
365 026	TR MCC	RESPROG GND EDA	HQ REG	Y	N
365 027	TR MCC	TRIAL GCM EDA	HQ REG	Y	N
366 003	TR MCC	AVN ENTLEVEL STUD EDA	HQ REG	Y	N
366 004	TR MCC	GND ENTLEVEL STUD EDA	HQ REG	Y	N
366 005	TR MCC	HOSP FR CBT UNIT EDA	HQ REG	Y	N
367 015	TR MCC	TEM ADMINDISCP EDA	HQ REG	Y	N
367 016	TR MCC	TEM AVN ENTLEVEL STUD EDA	HQ REG	Y	N
367 017	TR MCC	TEM AVNTRNG EDA	HQ REG	Y	N
367 018	TR MCC	TEM CNFT GCM TLPALW EDA	HQ REG	Y	N
367 019	TR MCC	TEM DU EDA	HQ REG	Y	N
367 020	TR MCC	TEM FFT OTHER MCC EDA	HQ REG	Y	N
367 021	TR MCC	TEM FURTRANS EDA	HQ REG	Y	N
367 022	TR MCC	TEM HOSP FR CBT UNIT EDA	HQ REG	Y	N
367 023	TR MCC	TEM ICT EDA	HQ REG	Y	N
367 024	TR MCC	TEM INSTR EDA	HQ REG	Y	N
367 025	TR MCC	TEM RECRUIT EDA	HQ REG	Y	N
367 026	TR MCC	TEM SEP EDA	HQ REG	Y	N
367 027	TR MCC	TEM GND ENTLEVEL STUD EDA	HQ REG	Y	N
367 028	TR MCC	TEM HOSP EDA	HQ REG	Y	N
367 029	TR MCC	TEM GND STUD EDA	HQ REG	Y	N
368 010	TR MCC	TEM CNFT SPCM EDA	HQ REG	Y	N
368 011	TR MCC	TEM FMF AVN REPL EDA	HQ REG	Y	N
368 012	TR MCC	TEM FMF GND REPL EDA	HQ REG	Y	N
368 013	TR MCC	TEM HOSP BC EDA	HQ REG	Y	N
368 014	TR MCC	TEM OTHER REASON EDA	HQ REG	Y	N
368 015	TR MCC	TEM RESPROG AVN EDA	HQ REG	Y	N
368 016	TR MCC	TEM RESPROG GND EDA	HQ REG	Y	N
368 017	TR MCC	TEM TRIAL GCM EDA	HQ REG	Y	N
387 001	EDA		HQ	N	N
402 000	ITD		HQ REG	N	N
880 000	TR IRR FR SMCR		RES	Y	N
880 001	TR IRR FR SMCR	SCREENING RESULT	RES	Y	N
880 002	TR IRR FR ASL	SCREENING RESULT	RES	Y	N
880 003	TR IRR FR ISL	SCREENING RESULT	RES	Y	N
880 004	TR IRR FR MTU	SCREENING RESULT	RES	Y	N
880 005	TR MTU		RES	Y	N
881 000	TR MCC	COMP CODE EAS EDA	RES	Y	N
881 001	TR OTHER SERVICE MEMBER	ACDU ED	RES	Y	N
882 000	TR ASL FR SMCR		RES	Y	N
882 001	TR ASL FR SMCR	SCREENING RESULT	RES	Y	N
882 002	TR ASL FR IRR	SCREENING RESULT	RES	Y	N
882 003	TR ASL FR ISL	SCREENING RESULT	RES	Y	N
882 004	TR ASL FR MTU	SCREENING RESULT	RES	Y	N
883 000	TR ROTP MCC	COMP CODE EAS EDA	RES	Y	N

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884 000	TR RUC	EDA		RES	Y	N	
884 001	TR RUC	FR IRR	SCREENING RESULT		RES	Y	N
884 004	TR RUC	FR MTU	SCREENING RESULT		RES	Y	N
885 000	TR RET	FR SMCR	SPD		HQ RES	Y	N
885 001	TR RET	FR IRR	SPD		HQ RES	Y	N
885 002	TR RET	FR ASL	SPD		HQ RES	Y	N
885 003	TR RET	FR ISL	SPD		HQ RES	Y	N
885 004	TR RET	FR MTU	SPD		HQ RES	Y	N
886 000	TR ISL	FR SMCR		RES	Y	N	
886 001	TR ISL	FR SMCR	SCREENING RESULT		RES	Y	N
886 002	TR ISL	FR IRR	SCREENING RESULT		RES	Y	N
886 003	TR ISL	FR ASL	SCREENING RESULT		RES	Y	N
886 004	TR ISL	FR MTU	SCREENING RESULT		RES	Y	N

60401. REASON FOR TRANSFER FLAG (RFTF).

1. The data element RFTF reflects the status of HQMC PCS orders. The flag is automatically generated and posted to the record upon processing of either a join or a HQMC UD transfer transaction.

2. To further explain the arrangement and meaning of a RFTF, the following additional guidance is provided:

a. When HQMC by name orders input is entered into MCTFS either by UD or by batch transaction file input, a flag of '1' will automatically post to the Marine's electronic record.

b. A RFTF of '3' will be computer generated provided the present MCC equals the future MCC to which ordered by HQMC after posting the join entry from the gaining MCC. The following advisory will post to the DFR of RUC 548XX:

"JD MCC EQUALS ORDERS MCC"

c. After posting the join entry from the gaining MCC, if the RFTF does **not** equal '1', and the present MCC does **not** equal the former MCC a computer-generated RFTF of '2' will be posted to the Marine's electronic record. The following advisory will post to the DFR of RUC 548XX:

"JD MCC W/O RTC/PCSC"

d. When a join entry from the gaining MCC is posted, if the RFTF equals '1', the present MCC does **not** equal the former MCC, and the present MCC does **not** equal the future MCC, a computer generated RFTF of '5' will be posted to the Marine's electronic record. The following advisory will post to the DFR of RUC 548XX:

"JD MCC DOES NOT EQUAL ORDERS MCC"

e. Upon receipt of HQMC UD input of RESET RFTC X PCSC XX and the present RFTF equals '2' or '5', a RFTF of '4' will be posted to the Marine's electronic record. The following advisory will post to the DFR of RUC 548XX:

"RFTC AND PCSC RESET"

60402. INTENDED TRANSFER DATE (ITD) (TTC 402).

The ITD may be entered by HQMC UD but is normally generated upon join at a new MCC by adding the tour control factor for the command/Marine to the Date Current Tour Began (DCTB), carrying forward the days and incrementing both the month and year to establish a date.

TTC 402 000 ITD \_\_\_\_\_ | (CMC (MMA/MMEA))

8-byte ED (YYYYMMDD)  
of intended transfer



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60403. ESTIMATED DATE OF ARRIVAL (EDA) (TTC 387).

A change or correction of a Marine's EDA will be reported as follows:

TTC 387 001 EDA \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

8-byte EDA (YYYYMMDD) \_\_\_\_\_



60404. TRANSFER-REGULAR ACTIVE DUTY

1. A transfer is a loss by one RU that will be balanced by a gain into another RU in the **Regular Establishment**. The instructions herein pertain to all RU's of the Regular Establishment.
2. The information to be reported in a transfer entry depends on the type of transfer being reported. The types of transfers are further defined in this section.
3. The statement, "REPORT TRANSFER, JOINED BY RUC XXXXX", will appear when a join entry is submitted and processed for a Marine whose transfer entry has not been processed. When this statement appears, the Marine's computer record has already been updated to reflect the new parent RU. If, through research, it is determined that the Marine was transferred but no transfer entry was reported, the RU must report a transfer. If it is determined that the Marine was joined erroneously by another unit, the original (and correct) RU must report a join entry with an action date subsequent to the date erroneously joined and a Date Current Tour Began. Any other data element that may have been affected by the erroneous join, such as COMRATS, must also be reported.

60405. TRANSFER WITHIN THE SAME MCC (TTC 361/362/363)

1. Transfer within the same monitored command involves a change of RU only. The date of transfer is the date the Marine is detached. Use appropriate transfer entry from front of section.

<u>TTC/SEQ</u>	<u>ENGLISH DESCRIPTION</u>
361 000	TR ADMINDISCP
361 001	TR AVNTRNG
361 002	TR DU
361 003	TR FURTRANS
361 004	TR HOSP
361 005	TR ICT
361 006	TR INDIVCBTTR
361 007	TR INSTR
361 008	TR RECRUIT
361 009	TR SEP
362 000	TR AVN STUD____
362 001	TR CNFT GCM
362 002	TR CNFT GCM TLPALW
362 003	TR CNFT SPCM
362 004	TR FFT OTHER MCC
362 005	TR FMF AVN REPL
362 006	TR FMF GND REPL
362 007	TR GND STUD
362 008	TR HOSP BC
362 009	TR OTHER REASON
362 010	TR RESPROG AVN
362 011	TR RESPROG GND
362 012	TR TRIAL GCM
363 000	TR AVN ENTLEVEL STUD____
363 001	TR GND ENTLEVEL STUD____
363 002	TR HOSP FR CBT UNIT

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**NOTE 1:** A history statement must be run containing the title of the RU to which transferred. Refer to Table 6-9 to determine purpose for which transferred.

2. Additional information will be reported as required. If the transfer occurs at a formal school, the completion or failure to complete the course will be reported per chapter 5. If completion of the course causes a change of MOS, the change of MOS will be reported per chapter 5. The ED of the MOS change must be prior to date of transfer.

3. When a Marine is transferred within the same MCC while stationed on the island of Okinawa, Japan, refer to Section 3 of this chapter.

60506. TRANSFER BETWEEN MCC's (TTC 364/365/366).

1. Transfer between monitored commands involves a change of both the RU and MCC. Reassignments between monitored commands involving a change of RU's will be reported as transfers per this section. However, reassignments between MCC's involving a change of RU require reestablishing the DCTB (Chapter 5, Section 5) to reflect the initial date the Marine originally reported. Reassignments between monitored commands not involving a change of RU's will be reported per Section 6 of this chapter.

2. The date of transfer is the date that the Marine is detached. The appropriate statement will be used when reporting a transfer between monitored commands with no temporary duty enroute:

<u>TTC/SEQ</u>	<u>ENGLISH DESCRIPTION</u>
364 010	TR MCC__ADMINDISCP EDA_____
364 011	TR MCC__AVNTRNG EDA_____
364 012	TR MCC__DU EDA_____
364 013	TR MCC__FURTRANS EDA_____
364 014	TR MCC__HOSP EDA_____
364 015	TR MCC__ICT EDA_____
364 016	TR MCC__INDIV CBTTR EDA_____
364 017	TR MCC__INSTR EDA_____
364 018	TR MCC__RECRUIT EDA_____
364 019	TR MCC__SEP EDA_____
365 014	TR MCC__ATTEND FED ACAD EDA_____
365 015	TR MCC__AVN STUD____EDA_____
365 016	TR MCC__CNFT GCM EDA_____
365 017	TR MCC__CNFT GCM TLPALW EDA_____
365 018	TR MCC__CNFT SPCM EDA_____
365 019	TR MCC__FFT OTHER MCC EDA_____
365 020	TR MCC__FMF AVN REPL EDA_____
365 021	TR MCC__FMF GND REPL EDA_____
365 022	TR MCC__GND STUD____EDA_____
365 023	TR MCC__HOSP BC EDA_____
365 024	TR MCC__OTHER REASON EDA_____
365 025	TR MCC__RESPROG AVN EDA_____
365 026	TR MCC__RESPROG GND EDA_____
365 027	TR MCC__TRIAL GCM EDA_____
366 003	TR MCC__AVN ENTLEVEL STUD____EDA_____
366 004	TR MCC__GND ENTLEVEL STUD____EDA_____
366 005	TR MCC__HOSP FR CBT UNIT EDA_____

MCC of command to  
which transferred

8-byte EDA (YYYYMMDD) at the FMCC

3. If the Marine is ordered from an overseas duty location to the "nearest Marine Corps activity CONUS," report MCC W99.

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4. When a Marine is transferred for separation or release from AD and the MCC of destination is known, report that MCC. The purpose for which transferred will be SEP. If the MCC is not known contact your MISSO for additional guidance. Refer to MCO P1080.20.

5. If the transfer occurs at a formal school, the completion or failure to complete the course will be reported per Chapter 5, Section 10. If completion of the course causes a change of MOS, report the change of MOS per Chapter 5, Section 9.

6. If the Marine is a PLC lawyer completing a period of ADSW prior to reporting to TBS, report a DROP statement per Chapter 10, Section 5.

60407. TRANSFER BETWEEN MCC's WITH TEMPORARY DUTY ENROUTE (TTC 367/368)

1. Entries reporting transfer between monitored commands that include temporary duty enroute must include the next duty station the Marine will be joined. This will be the permanent duty command that will join the Marine. The PCS orders of personnel transferred to/from overseas may, for example, specify that the Marine will report to MCC W98 for temporary duty en route or for transportation arrangements. However, since MCC W98 will not join the Marine, the transferring unit should not report W98 in the UD entry. For example, a Marine with orders to the 3d Marine Division (MCC 124) and with temporary duty en route only at MCC W98 should be transferred by UD entry directly to MCC 124. Use the appropriate statement shown below when reporting a transfer between monitored commands with temporary duty enroute:

## TTC/SEQ

## ENGLISH DESCRIPTION

367 015	TR MCC	TEM	ADMINDISCP	EDA	HIST:_____
367 016	TR MCC	TEM	AVN ENTLEVEL	STUD	EDA  HIST:_____
367 017	TR MCC	TEM	AVNTRNG	EDA	HIST:_____
367 018	TR MCC	TEM	CNFT GCM	TLPALW	EDA  HIST:_____
367 019	TR MCC	TEM	DU	EDA	HIST:_____
367 020	TR MCC	TEM	FFT OTHER	MCC	EDA  HIST:_____
367 021	TR MCC	TEM	FURTRANS	EDA	HIST:_____
367 023	TR MCC	TEM	ICT	EDA	HIST:_____
367 024	TR MCC	TEM	INSTR	EDA	HIST:_____
367 025	TR MCC	TEM	RECRUIT	EDA	HIST:_____
367 026	TR MCC	TEM	SEP	EDA	HIST:_____
367 027	TR MCC	TEM	GND ENTLEVEL	STUD	EDA  HIST:_____
367 028	TR MCC	TEM	HOSP	EDA	HIST:_____
367 029	TR MCC	TEM	GND	STUD	EDA  HIST:_____
368 009	TR MCC	TEM	CNFT GCM	EDA	HIST:_____
368 010	TR MCC	TEM	CNFT	SPCM	EDA  HIST:_____
368 011	TR MCC	TEM	FMF AVN	REPL	EDA  HIST:_____
368 012	TR MCC	TEM	FMF GND	REPL	EDA  HIST:_____
368 013	TR MCC	TEM	HOSP	BC	EDA  HIST:_____
368 014	TR MCC	TEM	OTHER	REASON	EDA  HIST:_____
368 015	TR MCC	TEM	RESPROG	AVN	EDA  HIST:_____
368 016	TR MCC	TEM	RESPROG	GND	EDA  HIST:_____
368 017	TR MCC	TEM	TRIAL	GCM	EDA  HIST:_____

MCC of the final  
permanent duty  
station \_\_\_\_\_

Purpose for which transferred,  
using the appropriate statement  
from Table 6-9 \_\_\_\_\_

8-byte EDA (YYYYMMDD) at the PDS (FMCC) \_\_\_\_\_

Title of the unit/command to which transferred  
for temporary duty \_\_\_\_\_



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2. If the Marine is being transferred to the "nearest Marine Corps activity CONUS," report MCC W99.

3. If the transfer occurs at a formal school, the completion or failure to complete the course will be reported per Chapter 5, Section 10. If completion of the course causes a change of MOS, report the change of MOS per Chapter 5, Section 9. The ED of the MOS change must be prior to date of transfer. For enlisted personnel, report the appropriate stop COMRATS and/or BAS per Chapter 8.

4. In some cases, personnel on PCSO are directed to perform temporary duty at a location where there is no Marine Corps RU. In such cases the orders of these personnel will indicate the activity on whose rolls the Marine will be carried for administrative purposes. (The next Marine Corps RU the Marine is directed to report to for either temporary duty or duty.) Report the MCC of this activity. Upon arrival at the non-Marine Corps temporary duty station these personnel must forward a copy of orders endorsements and an itinerary of travel to the command on whose rolls they will be carried. Upon receipt of these orders, the command will then join/attach the members as of the day following the last day of travel time.

60408. TRANSFER BY SERVICE RECORDS (TTC 359/360).

1. Transfer by service records (for record purposes only) is normally effected when a Marine is in a nonavailable status, for example, confined. The Marine may be transferred either within the same MCC or between MCC's.

2. To transfer by service records **within the same MCC**, report as follows:

TTC 360 000 TR FOREC|HIST:

Title of the unit to which transferred  
and the status of the Marine\_\_\_\_\_

3. To transfer by service records **between MCCs**, report as follows:

TTC 359 XXX	TR MCC	FOREC	EDA
-------------	--------	-------	-----

MCC of command to  
which transferred \_\_\_\_\_

Status of the Marine using the appropriate abbreviation from Table 6-9

8-byte EDA (YYYYMMDD) (actual TR ED if the Marine is already at the location) \_\_\_\_\_

4. Use the following statement to report a transfer by service records of a Marine who is placed on parole while serving sentence of confinement as a result of general court-martial:

a. If total pay and allowances are **not** forfeited, report:

TTC 359 037	TR MCC W93 FOREC CNFT GCM PAROLE EDA	
-------------	--------------------------------------	--

8-byte EDA (YYYYMMDD) \_\_\_\_\_

b. If total pay and allowances are forfeited, report:

TTC 359 036 TR MCC W93 FOREC CNFT GCM PAROLE TLPALW EDA

8-byte EDA (YYYYMMDD) \_\_\_\_\_

c. Processing of either of the above entries will place the computer record into CMC control RUC 54982.

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**NOTE:** The member must be in a confinement status for these transfer entries to successfully process. In addition, a strength category code of 'I', indicating member is in a confined and on parole status with or without forfeiture of pay and allowances, must be resident in the CMF.

### 60409. TRANSFER RESERVE ESTABLISHMENT.

1. A transfer is a loss by one RU that will be balanced by a gain into another RU in the **Reserve Establishment**.
2. The information to be reported in a transfer entry depends on the type of transfer being reported. The types of transfers are further defined in paragraphs 60410 through 60419.

### 60410. TRANSFER BETWEEN SMCR UNITS (TTC 884).

1. A member of the SMCR will be transferred from one SMCR unit to another SMCR unit, due to relocation of the Marine, deactivation of the unit, or on request. Prior to reporting a transfer, report a new home address and telephone number, if necessary, and PRO/CON marks, as required. Report as follows:

TTC 884 000	TR RUC _____	EDA _____	HIST: _____
	↑	↑	↑
5-byte SMCR RUC to which transferred _____			
8-byte EDA (YYYYMMDD) new unit _____			
Title of unit to which transferred _____			

2. Instructions for the transfer of records is contained in MCO P1070.12.

### 60411. TRANSFER FROM THE SMCR TO THE IRR (TTC 880)

1. A member of the SMCR may be transferred to the IRR for the following reasons. If the reservist:
  - a. has completed required drilling obligation, meets retention requirements, and having more than 30 days remaining on contract request transfer to the IRR.
  - b. has enlisted for or has been selected for the ROTP and elects **not** to remain in the SMCR.
  - c. has completed 2 years AD and is considered fully trained, and requests transfer to the IRR.
  - d. has not completed the mandatory IDT participation portion of the Reserve program enlisted for, however; a request for transfer to the IRR has been approved by the COMMARFORRES. Refer to MCO P1001R.1 for guidance pertaining to requests for a transfer to the IRR for those Marines who have not completed the mandatory drilling obligation.
2. Members of an SMCR unit **will not be transferred** to the IRR with less than 30 days remaining on their contract/extension. The RU **must execute** on UD, any reenlistments/extensions prior to transferring a Marine to the IRR.
3. Members who are in an NOE status (strength category '8') cannot be transferred to the IRR. Strength category '8' must be changed by CMC before the IRR transfer can be reported.
4. Prior to transferring a Marine to the IRR, the CO must ensure that all completed AD/IDT entries have been reported. Upon notification from the transferring unit, the CG MCRSC will report any authorized completed AD that has been performed when the RU fails to do so prior to transfer.

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5. This statement will not be used to report mandatory participants failing to participate per the provisions of 10 U.S.C. 270. Prior to reporting a transfer, report a new home address, telephone number or PRO/CON markings, as required. To report transfer TO IRR FR SMCR, report as follows:

TTC 880 000                      TR IRR FR SMCR \_\_\_\_\_ |

Reason code from Table 6-11 \_\_\_\_\_ ↑

6. When reporting a drop or a transfer to the IRR for those Marines who failed to complete the bonus program for an Enlistment, Reenlistment, or an Affiliation bonus, the unit commander is required to terminate the bonus.

7. Once a statement of Transfer to the IRR has been reported, it is the responsibility of the detaching unit's CO to ensure the Service and Health Records are forwarded per MCO P1070.12. (See Chapter 4, Section 5 for instructions on reporting the status of health/Service Records.)

60412. TRANSFER TO THE IRR FROM SMCR DUE TO MOBILIZATION ORDERS (TTC 880).

If circumstances arise that prevent an SMCR member from carrying out Mobilization orders, prior to mobilization, the following transfer statement will be used when directed by either the CMC or CG, MARFORRES:

TTC 880 000                      TR IRR FR SMCR \_\_\_\_\_ |

1-byte reason code for  
transfer from below \_\_\_\_\_ ↑

CODE	REASON FOR TRANSFER
------	---------------------

- |   |   |
|---|---|
| 6 | Marine is a Training Group P and not trained (awaiting IADT).               |
| 7 | Marine is on TEMAC with the Regular Establishment (other than EAD or IADT). |
| 8 | Marine is enroute from AD, IADT, or transfer between units.                 |
| 9 | Marine is presently on AD performing IADT.                                  |

60413. TRANSFER FROM SMCR TO THE STANDBY RESERVE (ASL) (TTC 882/886).

1. A member of the SMCR may be transferred to the ASL or ISL for the following reasons. If the reservist:

a. is other than a member of Congress or key Federal employee who has not fulfilled the required MSO and has received approval from the COMMARFORRES.

b. is enrolled in a military school course, to include correspondence courses at the time the reservist has completed the mandatory drilling obligation.

c. is not required by law or regulation to remain a member of an active status program but desires to retain a Reserve affiliation in a non-participating status.

d. has obtained approval per MCO P1001R.1 and has received a written assignment order from the CG MCRSC.

2. Prior to reporting a transfer, report a new home address, telephone number, and PRO/CON marks, as required.

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Report transfers from the SMCR to the Standby Reserve (ASL or ISL) as follows:

TTC 882 000      TR ASL FR SMCR \_\_\_\_\_ |

TTC 886 000      TR ISL FR SMCR \_\_\_\_\_ |

Reason code from Table 6-10 \_\_\_\_\_ ↑

3. When reporting a drop or a transfer to the Standby Reserve (ASL or ISL) for those Marines who failed to complete the bonus program for an Enlistment, Reenlistment, or an Affiliation bonus, the unit commander is required to terminate the bonus.

4. Once a statement of Transfer to the Standby Reserve has been reported, it is the responsibility of the detaching unit's CO to ensure the Service Records are forwarded to the CG MCRSC and the health records are forwarded to the Department of Veterans Affairs, Service Medical Records Center (SMRC), P.O. Box 150950, St. Louis, MO 63115-8950. (See Chapter 4, Section 5 for instructions on reporting the status of health/Service Records.)

60414. TRANSFER FROM THE IRR OR STANDBY RESERVE TO AN MTU (MCRSC ONLY) (TTC 880).

1. A reservist will be transferred to an MTU from the IRR only under the following conditions:

a. The member has requested to join the MTU, obtained approval per MCO P1001R.1, and executed or has effected an enlistment contract that would allow the Marine sufficient time to be of use to the unit.

b. An SGLI election has been made per Chapter 8, Section 4.

c. A Notice of Waiver of VA Compensation or Pension to receive Military Pay and Allowances Form (VA Form 21-8951-2) has been completed per Chapter 12, Section 1.

d. The reservist must be in the grade of SSgt or above, unless waived by competent authority as authorized by MCO P1001R.1.

e. Prior to being transferred to an MTU, a member of the Standby Reserve must first be joined into the IRR using Table 6-6 and then transferred to the MTU per this paragraph.

2. Report a transfer to an MTU as follows:

TTC 880 005      TR MTU \_\_\_\_\_ | HIST: \_\_\_\_\_ |

MTU RUC \_\_\_\_\_ ↑

Authority \_\_\_\_\_ ↑

60415. TRANSFER BASED ON RESULTS OF SCREENING (TTC 884).

1. MCO P1001R.1 provides the policies, regulations, and instructions for screening the Ready Reserve and for the assignment to and transfer between Reserve categories. A reservist will be transferred based on the results of screening from an annual, special, or initial audit.

2. If the reservist is to be transferred as a result of screening, the transfer entry will include the reason for screening and the results of screening (refer to TABLE 6-13). The screening date will be used as the action date for the transfer.

3. The transfer from the SMCR or from the ASL as a result of screening will automatically post a Reason Transferred code of 'S' (screened) to MCTFS.

4. The information contained in MCO P1001R.1 and other Marine Corps directives, as required, will be used to determine the appropriate screening code to be used in the transfer entry.

## MCTFSPRIM

5. When transferring a reservist to the SMCR from the IRR based on the results of screening, report as follows:

TTC 884 001	_____TR RUC_____	FR IRR_____	SCREENING RESULT_____
TTC 884 004	_____TR RUC_____	FR MTU_____	SCREENING RESULT_____
8-byte ED (YYYYMMDD) screened	↑	↑	↑
RUC or unit to which transferred	↑		
Reason screened ANN, SPL, or INIT		↑	
Code for results of screening (Figure 6-12)			↑

6. When transferring a reservist to the IRR or Standby Reserve (ASL or ISL) based on the results of screening:

a. Report a transfer to the ASL from either SMCR, IRR, ISL, or MTU:

TTC 882 001	_____TR ASL FR SMCR_____	SCREENING RESULT_____
TTC 882 002	_____TR ASL FR IRR_____	SCREENING RESULT_____  (Figure 6-12, <b>NOTE 2</b> )
TTC 882 003	_____TR ASL FR ISL_____	SCREENING RESULT_____  (Figure 6-12, <b>NOTE 2</b> )
TTC 882 004	_____TR ASL FR MTU_____	SCREENING RESULT_____  (Figure 6-12, <b>NOTE 2</b> )
8-byte ED (YYYYMMDD) screened	↑	↑
Reason screened, ANN, SPL, or INIT	↑	
Code for results of screening (Figure 6-12)		↑

b. Report a transfer to the IRR from either SMCR, ASL, ISL, or MTU:

TTC 880 001	_____TR IRR FR SMCR_____	SCREENING RESULT_____
TTC 880 002	_____TR IRR FR ASL_____	SCREENING RESULT_____
TTC 880 003	_____TR IRR FR ISL_____	SCREENING RESULT_____  (Figure 6-12, <b>NOTE 2</b> )
TTC 880 004	_____TR IRR FR MTU_____	SCREENING RESULT_____  (Figure 6-12, <b>NOTE 2</b> )
8-byte ED (YYYYMMDD) screened	↑	↑
Reason screened, ANN, SPL, or INIT	↑	
Code for results of screening (Figure 6-12)		↑

c. For Marines who have not completed their mandatory drilling obligation in the SMCR, approval to transfer to the IRR or the Standby Reserve must be approved by the CG,MMARFORRES prior to the transfer being reported on the UD. Prior to reporting a transfer, report a new home address, telephone number, and PRO/CON marks, as required. Reporting a reason screened of INIT will post a '1', ANN will post a '2', and SPL will post a '3' to the MCTFS Reason Screened data field. Report a transfer to the ISL from either SMCR, IRR, ASL, or MTU:

# MCTFSPRIM

TTC 886 001      \_\_\_\_\_ TR ISL FR SMCR \_\_\_\_\_ SCREENING RESULT \_\_\_\_\_ |

TTC 886 002      \_\_\_\_\_ TR ISL FR IRR \_\_\_\_\_ SCREENING RESULT \_\_\_\_\_ | (Table 6-12, **NOTE 2**)

TTC 886 003      \_\_\_\_\_ TR ISL FR ASL \_\_\_\_\_ SCREENING RESULT \_\_\_\_\_ |

TTC 886 004      \_\_\_\_\_ TR ISL FR MTU \_\_\_\_\_ SCREENING RESULT \_\_\_\_\_ | (Table 6-12, **NOTE 2**)

8-byte ED (YYYYMMDD) screened \_\_\_\_\_

Reason screened, ANN, SPL, or INIT \_\_\_\_\_

Code for results of screening (Table 6-12) \_\_\_\_\_

60416. TRANSFER TO THE RETIRED RESERVE (TTC 885).

1. MCO P1900.16 promulgates policies, procedures, guidance, and administrative instructions for reservists. MCO P1001R.1 establishes the requirements for screening the reservist for assignment between Reserve categories. Utilizing the instructions in these Manuals and other directives, as necessary, transfers to the Retired Reserve will be reported as indicated in this section.

2. Upon receipt of approval from the CMC (MMSR-5), members of the Reserve Establishment who have completed 20 years or more of qualifying service are eligible for transfer to the Retired Reserve. Report the transfer with the appropriate statement:

TTC 885 000      \_\_\_\_\_ TR RET FR SMCR SPD \_\_\_\_\_ 00 | HIST: \_\_\_\_\_ |

TTC 885 001      \_\_\_\_\_ TR RET FR IRR SPD \_\_\_\_\_ 00 | HIST: \_\_\_\_\_ |

TTC 885 004      \_\_\_\_\_ TR RET FR MTU SPD \_\_\_\_\_ 00 | HIST: \_\_\_\_\_ |

8-byte DOA (YYYYMMDD) with the ED of the date transferred to the retired list (NOTE)

4-byte separation code

1-byte separation document type (as shown in MCO P1080.20)

Show the authority \_\_\_\_\_

**NOTE:** The DOA for transfer to the retired reserve must be reported as the day prior to the ED of retirement. The date of transfer is normally the last day of the month.

3. Prior to reporting this entry, units must verify total satisfactory years of service. In cases where the MCTFS record does not contain the correct satisfactory years of service, RU's should submit a request to MISSO-17 for corrective action by message. **This must be completed prior to reporting the transfer entry on the UD.** Also report a new home address and telephone number.

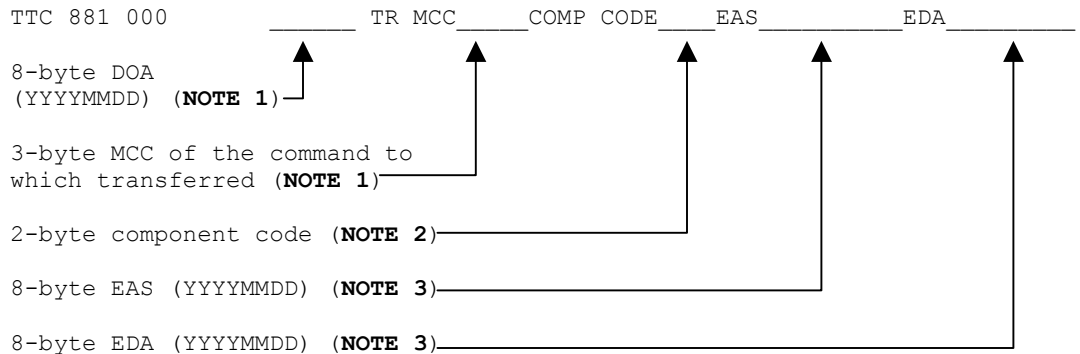
4. The transfer entry will cause an automatic join entry for the Retired Reserve to be generated.

5. Once a statement of Transfer to the Retired Reserve has been reported, it is the responsibility of the detaching unit's CO to ensure the Service and Health Records are forwarded per MCO P1070.12 (See paragraph 40503 for instructions on reporting the status of health/Service Records.).

## MCTFSPRIM

### 60417. TRANSFER TO ACTIVE DUTY FOR 31 DAYS OR MORE (TTC 881).

1. To report a transfer to AD for a period of 31 days or more on all Reserve duty performed with the exception of Reserve Officer Training Programs, report as follows:



**NOTE 1:** The reported DOA **must be the day prior to the first day of AD as stated in the orders**. Failure to report this date correctly will cause the AD initial join entry to fail. The reported MCC **must be the MCC of the AD unit that will report the initial join**. An initial join reported by an AD unit with a different MCC will fail.

**NOTE 2:** The reported component code **must be the Active Duty component code**, as determined from the orders to AD. Utilize the following list for frequently reported codes:

IADT, IIADT or ETT:                    'K1' - 'K3' (Includes Training/Pay Category 'P' Personnel)  
 AR Program:                            'B1' - 'B4' or 'K6' (K6 is used for officers only)  
 EAD Recruiter:                        'CD'  
 Recruiter aide (less than 139 days): 'CE'  
 Involuntary AD for 45 days or less: 'CF'  
 Enlistment Regular Marine Corps:   '11'  
 Augmentation Regular Marine Corps (Officer): Contact MISSO for assistance.

**NOTE 3:** The reported EAS must be the last day of AD as stated in the orders. This date will post to the EAS and ECC. The reported EDA must be at least one day greater than the date of action. The EAS may be reported as "00000000" for officers only. Prior to reporting a transfer report PRO/CON markings and a new home address and telephone number, if necessary.

1. When a Reserve enlisted member, not on AD 31 days or more, reenlists into the Regular Marine Corps, report TTC 881 000 as shown below with a component code equal to '11' and the EAS based on the member's new enlistment contract.

2. There is no 'delete as erroneous' capability for the transfer to active duty entry. A delete/add statement will be used in the situation where the AD orders were changed prior to the commencement of the orders (i.e., dates were changed, place of duty was changed, component code was changed). The delete/add statement **must be reported prior to the AD initial join processing**. When the AD initial join has processed, other corrective action will need to be taken in order to set the record up correctly (i.e., the AD unit runs the correct EAS, ECC or MISSO/HQMC runs the correct component code). Refer to section 1 of this chapter for the procedure to correct an erroneous transfer to AD in which the Reserve member will not be performing a period of AD (i.e., admin error or cancellation of orders).

### 60418. RESERVE OFFICER TRAINING PROGRAMS (ROTP) (TTC 383).

1. When a Marine (IRR or SMCR) enlists for or has been selected for participation in the Reserve Officer Training Program (ROTP) and is due to report to the Reserve Officer Candidate Accounting Unit at Quantico, VA to begin the Basic Officer Training course, the following guidelines apply:

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a. The reported DOA **must be the day prior to the first day of AD as stated in the orders**. Failure to report this date correctly will cause the AD initial join entry to fail. The reported MCC **must be for Officer Candidates**.

b. The reported component code **must be the Active Duty component code**, as determined from the orders to AD. The valid component codes for this entry are KP or C9.

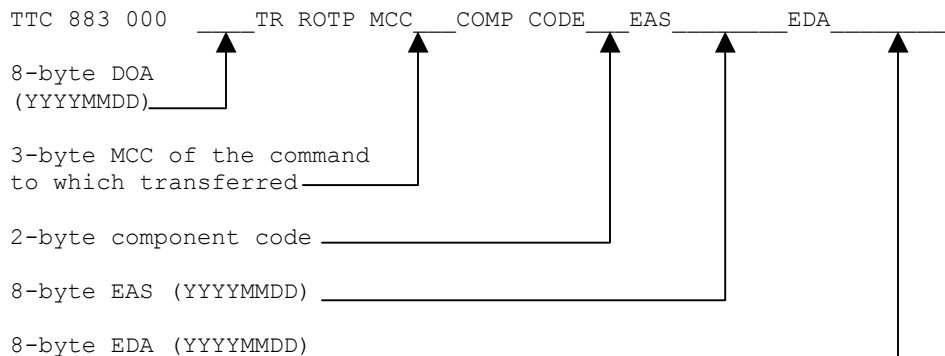
c. The reported EAS must be the last day of AD as stated in the orders. This date will post to the EAS and ECC. The reported EDA must be at least one day greater than the DOA.

d. Prior to reporting a transfer, report PRO/CON markings, a new home address, and telephone number, if necessary.

2. Refer to chapter 12 for Headquarters reporting requirements for the Officer Candidate Code.

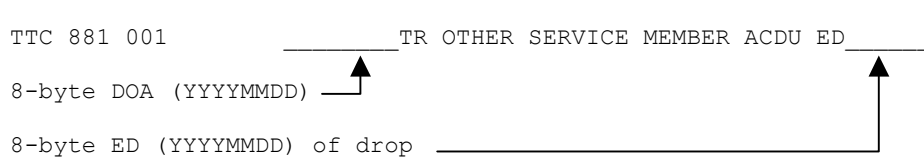
3. Personnel attending any of the Service Academies or Reserve Officer Training Courses will be placed in the holding RUC established for Naval Academy/Naval Reserve Officer Training Course (NAV ACAD/NROTC). Reserve Component Code of '20' (2 Oscar) has been established for NAV ACAD/NROTC members.

4. To report a transfer to AD: **DO NOT USE THIS STATEMENT FOR TRANSFER OF OFFICERS**.



60419. TRANSFER OTHER SERVICE MEMBER ACTIVE DUTY (TTC 881).

To transfer other service personnel to an Active Duty Unit, report as follows:



**NOTE:** If this transaction is reported on an individual who has a reserve component equal to '4C' or '4R' it will fail.



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TABLE 6-10--PURPOSE FOR WHICH TRANSFERRED/REASSIGNED  
(WITH STRCAT/DUSTAT/PAY CODES) .

R U L E	A	B	C	D	E
	If the Marine is being transferred to another unit or command for	then the purpose is reported in the statement with	the strength category code will be	the duty status code will be	the Pay Code will be
1	duty; including on-the-job training or to attend local command schools	DU	'0'	'1'	00000
2	duty with the Reserve Program in a ground billet	RESPROG GND		'3'	00000
3	duty with the Reserve Program in an aviation billet	RESPROG AVN		'3'	00000
4	duty as a formal school instructor	INSTR	'2'		
5	individual combat training	ICT			
6	processing as ground replacement	FMF GND REPL			
7	processing as aviation replacement	FMF AVN REPL			
8	administration of discipline	ADMINDISCP	'D'		
9	recruit training	RECRUIT	'A'	'8'	00000 02105 02205 02305
10	duty as an student in an entry level school; primary MOS is ground MOS	GND ENTLEVEL STUD____  (NOTE 1)			
11	duty as an student in an entry level school; primary MOS is aviation MOS	AVN ENTLEVEL STUD____  (NOTE 1)			
12	duty as a student; primary MOS is ground MOS	GND STUD____  (NOTE 1)			
13	duty as a student; primary MOS is aviation MOS	AVN STUD____  (NOTE 1)	'1'		

## MCTFSPRIM

TABLE 6-10 CONTINUED--PURPOSE FOR WHICH TRANSFERRED/REASSIGNED.					
R U L E	A	B	C	D	E
	If the Marine is being transferred to another unit or command for	then the purpose is reported in the statement with	the strength category code will be	the duty status code will be	the Pay Code will be
14	attendance at a Federal academy	ATTEND FED ACAD		'1'	00000
15	aviation training	AVNTRNG	'Q'	'6'	00000
16	hospitalization as a battle casualty	HOSP BC	'T'	'2'	05400 05500 05600 05700 02620 06100 06200 06300
17	hospitalization for nonbattle injury or illness incurred while serving with combat committed unit	HOSP FR CBT UNIT	'T'	'O' (Oscar)	02620
18	hospitalization for reason of injury or illness incurred while serving in a unit which is not combat committed	HOSP	'L'	'P'	02620 06100 06200 06300
19	further transportation to another monitored command	FURTRANS	'F'	'4'	00000 02105 02205 02305
20	further transfer to another monitored command	FFT OTHER MCC	'F'	'4'	(same as rule #19)
21	separation	SEP	'N'	'5'	99999
22	Trial by general court-martial	TRIAL GCM	'B'	'E'	03110
23	confinement as general court-martial prisoner when sentence DID <b>NOT</b> INCLUDE total loss of pay and allowances	CNFT GCM  past ECC	'S'	'H'	03200
24	confinement as general court-martial prisoner when sentence DID INCLUDE total loss of pay and allowances	CNFT GCM TLPALW  past ECC	'R'	'H'	03200

# MCTFSPRIM

TABLE 6-10 CONTINUED--PURPOSE FOR WHICH TRANSFERRED/REASSIGNED.					
R U L E	A	B	C	D	E
	If the Marine is being transferred to another unit or command for	then the purpose is reported in the statement with	the strength category code will be	the duty status code will be	the Pay Code will be
25	confinement as special court-martial prisoner when sentence included confinement in excess of 1 month	CNFT SPCM	'3'	'G'	03200
26	any purpose other than shown above	OTHER REASON  (NOTE 2)	'X'	'Q'	02600

**NOTE 1:** Complete the entry by entering the appropriate school code; for example, GND ENTLEVEL STUD 13G|; AVN ENTLEVEL STUD X9K|.

**NOTE 2:** When this statement is used, the specific reason must be shown in a history statement.

# MCTFSPRIM

TABLE 6-11--TRANSFER BY SERVICE RECORDS.			
R U L E	A	B	C
	If the Marine's status at the time of transfer by service records is	then complete the statement with	TTC
1	hospitalized battle casualty	FOREC HOSP BC EDA	359 028
2	hospitalized as a result of nonbattle injury or illness incurred while serving in a combat committed unit	FOREC HOSP FR CBT UNIT EDA____	359 029
3	hospitalized as a result of injury or illness incurred while serving in a unit which is not combat committed	FOREC HOSP EDA____	359 027
4	confined awaiting trial by general court-martial	FOREC CNFT ATLGCM EDA_____	359 020
5	confined serving sentence of general court-martial which DID INCLUDE total loss of pay and allowances	FOREC CNFT GCM TLPALW EDA ____	359 022
6	confined serving sentence of general court-martial which DID NOT INCLUDE total loss of pay and allowances	FOREC CNFT GCM EDA	359 021
7	confined serving sentence of special court-martial	FOREC CNFT SPCM EDA____	359 024
8	confined for reason not listed in rules 4 through 7	FOREC CNFT ADMINDISCP EDA ____	359 019
9	confined as an SCM of SPCM prisoner and Marine's EAS has expired	FOREC CNFT PAST EAS EDA____	359 023
10	in hands of civil authorities	FOREC INCA EDA ____	359 030
11	captured	FOREC CPTR EDA ____	359 025

# MCTFSPRIM

TABLE 6-11 CONTINUED--TRANSFER BY SERVICE RECORDS.			
R U L E	A	B	C
	If the Marine's status at the time of transfer by service records is	then complete the statement with	TTC
12	missing	FOREC MIS EDA ____	359 033
13	missing in action	FOREC MIA EDA ____	359 032
14	interned	FOREC ITD EDA ____	359 031
15	other than any listed above, and the unit has been directed to transfer the Marine by OQR/SR	FOREC DIRCTD EDA ____  (Note)	359 026
16	in hands of foreign civil authorities	FOREC IHFA EDA ____	359 035
17	in a temporary additional duty status	FOREC WHILE TAD EDA ____	359 034

# MCTFSPRIM

TABLE 6-12--TRANSFER FROM SMCR.TO IRR, ASL, OR ISL		
R U L E	A	B
	If the reason for transfer is	then report
1	Marine is a nonmandatory participant (OWN REQ)	1
2	Marine is considered fully trained after (TRAINED) completing 2 years of AD	5
3	Marine elects not to remain in the SMCR after enlisting in a ROTP (NROTC/Naval Academy) or PLC Program	4
4	Other than reasons listed above not as a result of screening (OTHER)	2
5	reserved for future use	3
6	Marine's request for SMCR IDT obligation	B
7	BRAC, unit relocated	C
8	BRAC, unit redesignated	D
9	unit relocated (other than BRAC)	E
10	unit redesignated, (other than BRAC)	F
11	key federal employee	G
12	Medical	H
13	unsatisfactory drill attendance	I
14	Disciplinary	J
15	hardship/humanitarian	K

# MCTFSPRIM

## SECTION 5: UNIT INFORMATION

### 60500. INTRODUCTION.

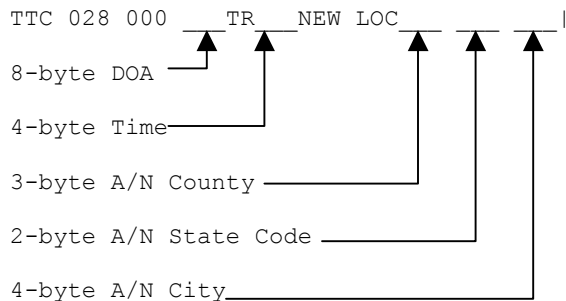
1. The different categories of Unit Information are those items that are unique to Marine Corps Units, such as Permanent Change of Station Code (PCSC), Monitored Command Code (MCC), Disbursing Station Symbol Number (DSSN), etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
028 000 TR__NEW LOC__ _ _ _		REG	N N
030 000 COMD RUC__ _ _ _		HQ REG	N N
150 000 DSSN__ _ _ _ ED__ _ _ _		HQ REG	N N
170 001 MCC__ _ _ _ RUC__ _ _ _		HQ REG RES	N N
172 000 FUTURE MCC__ _ _ _		HQ REG RES	N Y
216 000 ADJ SIA MCC__ _ _ _		HQ RES	N N
216 001 ADJ CMD MCC__ _ _ _		HQ RES	N N
263 000 RCN__ _ _ _		HQ REG	N N
265 001 PEN__ _ _ _		HQ REG RES	N N
274 000 COMD DPI__ _ _ _		HQ REG	N N
403 000 RFTC__ _ _ _		HQ	N N
404 000 RESET RFTC__ _ _ _ PCSC__ _ _ _		HQ	N N
411 000 PCSC__ _ _ _		HQ	N N
446 000 PERS RTP RUC__ _ _ _ JURIS TR TO SDPI__ _ _ _		HQ REG	N N
450 000 ACTD AS RUC__ _ _ _ MCC__ _ _ _ DSSN__ _ _ _ EFF__ _ _ _ COMD DPI__ _ _ _ PEN__ _ _ _ RCN__ _ _ _		HQ REG RES	N N
451 000 DEACTD AS RU__ _ _ _		HQ REG RES	N N
452 000 RED ZERO STR		HQ REG RES	N N
453 000 FR ZERO STR		HQ REG RES	N N
805 000 DISTRICT__ _ _ _		RES	N N
807 000 DOD TRAINING CATEGORY PAY GROUP__ _ _ _		HQ	N N
823 000 CLOSEST II__ _ _ _		RES	N N
824 000 CLOSEST MARTD__ _ _ _		RES	N N

### 60501. NEW LOCATION (TTC 028).

This transaction is used to input an event entry for table updates which will be received by central file maintenance with locations specified for regular duty only.



### 60502. COMMAND RUC (TTC 030).

This transaction is utilized by CMC to correct the Command RUC in a Marine's record. The CRUC data element represents the senior CRUC within an MCC. For example, the senior CRUC within the 1st Marine Division, MCC 121, is RUC 11000. CRUC's are listed in MCO P1080.20. Use the following statement to report a change in the Marine's CRUC:

## MCTFSPRIM

TTC 030 000      CMD RUC \_\_\_\_\_ | (CMC 548XX)  
5-byte command RUC      ↑

60503.    DISBURSING STATION SYMBOL NUMBER (DSSN) (TTC 150).

1. Each RU is provided disbursing service by a designated disbursing station. The disbursing station is identified by a four-byte DSSN. DSSN's are listed in the Navy Comptroller Manual, Volume 4, Appendix B.
2. A FO symbol is a five-character symbol used to identify a specific FO and disbursing station. The prefix continues through the alphabet for each FO successor at that station. Ensure that the four-character DSSN is reported. Do not include the alphabetic prefix which identified the FO symbol. For example, A6091 represents the FO and station providing service to HqBn, HQMC. For UD entries, report 6091.
3. Pay accounts of all Marines of a single unit normally are maintained by the same disbursing station. However, some personnel of one unit on TAD, maneuvers, and so forth, may be provided service by a different disbursing station. When these conditions exist, the DSSN must be reported for personnel who are affected. When reporting a JOIN entry, DSSN must be reported if the unit is served by more than one disbursing station. DSSN is not required in the join entry if all Marines of the unit are provided service by the same disbursing station.
4. DSSN changes must be reported by a UD EVENT entry. The change will update the MCTFS computer tables for the RUC, the primary MCC and all additional MCC's in the same DSSN as the primary MCC. If any additional MCC(s) are assigned to the RUC with a different DSSN, those MCC's will not be affected by the reported DSSN change. A separate EVENT entry **must** be submitted for any additional MCC's with a different DSSN than the primary MCC.
5. When a Marine is joined or attached in excess of 30 days, ensure a DSSN change is reported. Additionally, another DSSN change is required to return to the original DSSN of the permanent RUC upon termination of TAD/Excess.
6. A record of entry reporting activation, redesignation, reorganization, or relocation of a unit must include the DSSN and the ED.
7. DSSN and ED are reported with the statement shown below. If DSSN is unknown, it may be obtained by contacting the disbursing office.

TTC 150 000      DSSN \_\_\_\_\_ ED \_\_\_\_\_ |  
DSSN. Use four-character      ↑      ↑  
symbol. DO NOT include  
the alphabetic prefix \_\_\_\_\_  
8-byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE 1:** The DSSN of a Marine who has been declared a mental incompetent will be changed to 6167. The ED will be the date the determination of mental incompetence to the FO.

**NOTE 2:** The DSSN of a Marine who is missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against their will be changed to 6167. The ED will be the date the Marine was determined to be in a missing status.

**NOTE 3:** The DSSN of a Marine who is participating in the Excess Leave (LAW) Program will be changed to 6167. The ED will be the date the Marine assumes the duty.



## MCTFSPRIM

### 60504. MONITORED COMMAND CODE (MCC) (TTC 170).

1. An MCC is assigned for identification and control purposes to each command, unit, activity, or individual billet to which assignment of personnel is controlled by CMC. An MCC must be reported in the join entry and in some transfer entries as described elsewhere in this chapter.
2. The authorized change or correction of this data element must be accomplished by CMC with the following statement. To correct the MCC/Present RUC in MCTFS, report as follows:

```

TTC 170 001          MCC____RUC____| (CMC (MMOA/MMEA/RAM))
3-byte (changed) MCC from      ^
MCO P1080.20 _____>
5-byte (present)RUC from
MCO P1080.20 _____>
  
```

3. Personnel on TAD will retain the MCC of their parent unit.
4. Personnel assigned duties as flag/staff allowance, special security teams, or counter-intelligence teams are each assigned a separate MCC which does not change upon change of location. To report a change of RU, the new RU must submit an EVENT entry to add the respective MCC to the RUC (See Section 8, this chapter. The join entry for the members must include the MCC.

### 60505. FUTURE MCC (TTC 172).

Future MCC's will only be reported if the future MCC is not in agreement with PCS orders authorized by HQMC. This transaction will also post the Cohesion Future MCC. Report as follows:

```

TTC 172 000____ FUTURE MCC ____|
8-byte DOA _____>
3-byte A/N _____>
FMCC
  
```

### 60506. PROGRAM ELEMENT NUMBER (PEN)/ RESPONSIBILITY CENTER NUMBER (RCN) (TTC 263/265)

1. The PEN's and the RCN's are codes used by HQMC and the DOD for budgeting and measuring expenditures of manpower dollars within functional areas. The monthly SRAA contains the MCTFS tables information for each RU. All tables information, including the primary PEN and RCN, is automatically posted to the CMF of each Marine upon joining. However, Marines assigned to T/O billets whose PEN is other than the primary PEN will require an entry per this paragraph.
2. The PEN is included in the unit's T/O for each billet line. A list of PEN's for each line number is located immediately following the last line number on a unit's T/O. The primary PEN on the SRAA is the PEN which applies to the greatest number of personnel in that unit. That PEN is automatically entered into the Marine's CMF when a join entry or change of MCC is processed. Certain T/O's for RU's, however, have additional PEN's assigned to specific T/O billet line numbers. For personnel assigned to T/O billets for which a PEN other than the primary PEN is indicated, report that PEN with an action statement each time a join or change of MCC is reported.
3. An RCN correction should seldom be required. If a Marine is joined in the correct MCC/RUC combination the system will post the correct RCN from the SRAA to the CMF.
4. The PEN's and the RCN's must be reported as separate action statements. Use the appropriate statement. Report the following:

# MCTFSPRIM

TTC 265 001      PEN \_\_\_\_\_ |  
 8-character PEN \_\_\_\_\_ ↑  
 TTC 263 000      RCN \_\_\_\_\_ | (ACTIVE DUTY ONLY)  
 6-character RCN \_\_\_\_\_ ↑

**NOTE:** Change of PEN and/or RCN for an entire unit must be reported by an EVENT entry. (See Section 6 of this chapter).

## 60507. COMMAND DPI (TTC 274).

The command DPI is a data processing installation having computer capability to provide payroll related services to RU's. The command DPI will perform the disbursing functions necessary to execute military payrolls from information extracted from MCTFS Master record provided by the Regional Automated Services Center (RASC).

TTC 274 000 COMD DPI \_\_\_\_\_ |  
 2-byte code \_\_\_\_\_ ↑

## 60508. REASON FOR TRANSFER CODE (RFTC) (TTC 403/404).

The data element RFTC is used by HQMC for accounting purposes to determine within established categories the reason a Marine was given PCS transfer. This code may be generated by HQMC UD or by-name transfer orders input. Two generations of this data element will be maintained on the Central/Headquarters and Field Master Files. The "old" RFTC will reside in the least-most position of the field and the "new" RFTC will be located in the right-most position. Report as follows:

TTC 403 000      RFTC \_\_\_\_\_ | (CMC MMOA/MMEA/RAM)  
 1-byte reason for transfer code \_\_\_\_\_ ↑  
 MCO P1080.20

2. To clear the RFTC field report RFTC '0' (zero). This clearing process will only remove the "new" RFTC located in the right-most position. Report the following:

TTC 404 000      RESET RFTC \_\_\_\_\_ PCSC \_\_\_\_\_ | (CMC MMOA/MMEA/RAM)  
 1-byte RFTC \_\_\_\_\_ ↑      ↑  
 2-byte A/N PCSC \_\_\_\_\_

## 60509. PERMANENT CHANGE OF STATION CODE (PCSC) (TTC 411).

The PCSC is used for CMC accounting purposes to associate PCS costs for an individual Marine into budget manageable subsets. This code may be entered by UD By Name Assignment (BNA) orders input.

TTC 411 000      PCSC \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))  
 2-byte A/N code \_\_\_\_\_ ↑  
 MCO P1080.20

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60510. DISTRICT CODE CHANGE (TTC 805).

This transaction is used by MISSO-17 to correct invalid District codes in Reserve Marine records.

TTC 805      District\_\_\_\_|  
                                  ▲  
2-byte A/N      \_\_\_\_\_  
District code

60511. DOD TRAINING CATEGORY PAY GROUP (TTC 807).

This transaction is used by CMC to correct the DOD training category pay group for a Reserve Marine. This field should reflect the Reservist's level of training and current drilling status.

TTC 807      DOD TRAINING CATEGORY PAY GROUP\_\_\_\_|  
  ▲  
2-byte A/N code\_\_\_\_\_

60512. CLOSEST INSPECTOR-INSTRUCTOR (I-I) (TTC 823).

This transaction is reported only by MISSO-17 on a Member whose Mobilization MCC is 'X13'.

TTC 823 CLOSEST II\_\_\_\_|  
                                  ▲  
5-byte RUC\_\_\_\_\_

60513. CLOSEST MARINE AIR RESERVE TRAINING DETACHMENT (MARTD) (TTC 824).

This transaction allows RUC 88888 (MISSO) to report the correct RUC which is the closest MARTD for Marine's whose Mobilization MCC is 'X13'.

TTC 824 - CLOSEST MARTD\_\_\_\_|  
  ▲  
5-byte RUC \_\_\_\_\_

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## SECTION 6: MARINE UNIT DATA

### 60600. INTRODUCTION

1. The different categories of Marine Unit Data are those items that are unique to Marine Corps Units and the individual Marine, such as Present Tour Control Factor (PTCF), Company Code, Component Code, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statements:

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
096 000 REASG MCC_____ADMINDISCP		REG	N N
096 001 REASG MCC_____AVN ENTLEVEL STUD____		REG	N N
096 002 REASG MCC_____AVN STUD____		REG	N N
096 003 REASG MCC_____AVNTRNG		REG	N N
096 004 REASG MCC_____BST		REG	N N
096 005 REASG MCC_____CNFT GCM		REG	N N
096 006 REASG MCC_____CNFT GCM TLPALW		REG	N N
096 007 REASG MCC_____CNFT SPCM		REG	N N
096 008 REASG MCC_____DU		REG	N N
096 009 REASG MCC_____FFT OTHER MCC		REG	N N
096 010 REASG MCC_____FMF AVN REPL		REG	N N
096 011 REASG MCC_____FMF GND REPL		REG	N N
096 012 REASG MCC_____FURTRANS		REG	N N
096 013 REASG MCC_____GND ENTLEVEL STUD__		REG	N N
096 014 REASG MCC_____GND STUD__		REG	N N
096 015 REASG MCC_____HOSP		REG	N N
096 016 REASG MCC_____HOSP BC		REG	N N
096 017 REASG MCC_____HOSP FR CBT UNIT		REG	N N
096 018 REASG MCC_____ICT		REG	N N
096 019 REASG MCC_____INSTR		REG	N N
096 020 REASG MCC_____OTHER REASON		REG	N N
096 021 REASG MCC_____RECRUIT		REG	N N
096 022 REASG MCC_____RESPROG AVN		REG	N N
096 023 REASG MCC_____RESPROG GND		REG	N N
096 024 REASG MCC_____SEP		REG	N N
096 025 REASG MCC_____TRIAL GCM		REG	N N
096 026 REASG MCC_____ATTEND FED ACAD		REG	N N
108 000 CURR DU_____		HQ REG	N N
109 000 COMP_____ED_____		HQ	N N
109 001 RES COMP_____TRNGRP_____ED_____		HQ RES	N N
112 000 STRCAT_____EFF DATE_____		HQ REG RES	N N
181 000 PTCF_____		HQ	N N
251 000 DRAW CASEDELETE		HQ	N N
251 001 DRAW CASE_____TERM_____		HQ	N N
269 000 RECSTAT_____		HQ REG	N N
269 001 RESERVE RECSTAT_____		HQ RES	N N
409 000 FTOUR_____		HQ	N N
414 000 LMCC_____		HQ	N N
415 000 LMCC DATE_____		HQ	N N
470 000 TO PLT_____		HQ REG RES	N N
499 002 WORK STATION_____		HQ REG RES	N N
499 022 COMPANY CODE_____		HQ REG RES	N N
499 028 WORK TELEPHONE NUMBER_____		HQ REG RES	N N
499 030 MAGTF_____		HQ REG RES	N N

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### 60601. REASSIGNMENT BETWEEN MCC's INVOLVING A PERMANENT CHANGE OF ASSIGNMENT (PCA) (TTC 096)

1. When the Marine remains within the same RU and is reassigned between MCC and a PCA is involved, the reassignment will be reported using TTC 096 with the entry shown below. This situation may arise; for example, when a member of a recruiting station is reassigned to another station or substation or when a member of a flag or staff allowance is reassigned between two flag/staff allowances within the same RU. The date of the entry is the date the Marine is reassigned from the old MCC.
2. Upon arrival at the new duty location, it will be necessary to report any additional information that has changed as a result of the reassignment such as individual location, billet MOS, RTD, date current tour began, dependents location, combat service code, and pay-related items such as BAS or BAH. Refer to table 6-3 and Chapter 12 AUDIT PROCEDURES.
3. When the reassignment involves a PCA, but the RUC and MCC remain the same, report the information that changes as a result of the reassignment as required; for example, individual location, or dependent location. It is not necessary to report the reassignment as an action statement.

### 60602. PRESENT TOUR CONTROL FACTOR (PTCF) (TTC 181).

The PTCF represents the number of months authorized as a normal tour of duty for a Marine at the present MCC. This data element may be entered by UD or BNA transfer orders input via batch data change file. When CMC enters BNA transfer orders and the PTCF is not in the Marine's master record, a PTCF will be automatically generated. If the Marine elects an option which results in a change to the PTCF (for example, election of an all others tour), then report as follows:

TTC 181 000            PTCF \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

2-byte number of months    

### 60603. FUTURE TOUR CONTROL FACTOR (FTCF) (TTC 409).

The FTCTF is the number of months authorized as a normal tour of duty for a Marine at the FMCC. The factor may be entered by UD or by transfer orders input by CMC if there is a change. Report as follows:

TTC 409 000            FTOUR \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

2-byte number of months    

### 60604. COMPONENT CODE AND TRAINING CATEGORY PAY GROUP (TTC 109).

1. Component code is determined from the enlistment contract, record of induction, appointment acceptance and record, and assignment orders.
2. Within the Regular or Reserve Establishment, a change of component may occur incident to reenlistment, appointment or reappointment, and also upon transfer to the Marine Corps Reserve when the Marine is retained on EAD. In these cases, the Marine is dropped from one status and joined into another status. The join accomplishes the change of component code. A discrepancy in an officer's AD component code must be reported to the CMC (MROA) or to CMC (RAM) for AR officers.
3. Within the Reserve Establishment, the reserve component code will remain in MCTFS as the appropriate inactive reserve component code, while the Marine is on IADT, ADT, or AD. This will preclude changing the component code upon the Marine's return to the Reserve Establishment and MCTFS.
4. Component codes are initially entered into MCTFS as part of the initial join/accession process (see Chapter 3). Appropriate transactions (transfers, joins, etc.) automatically update the component code and other remarks in MCTFS when properly reported. If a reserve Marine has an erroneous reserve component code or training category pay group, submit

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requests for changes to the CMC (RAM) for all reserve Marines. The request should contain a statement as to why the reserve component code or training category pay group is believed to be in error. Supporting documentation not resident in MCTFS should be included in the request (i.e., background information, DD Form 4 (Enlistment Contract, including all annexes) or appointment acceptance and record, and DD Form 1966 supporting the correct component code).

5. When a reservist reenlists or extends, the individual will be considered a prior service Marine for reporting purposes. When a reenlistment or extension is processed on an individual with reserve component code 'K4', 'K8', 'K9' or 'B5', the reserve component code will automatically be changed to 'KA'.

6. When reporting a Reserve Component Code 'D1' (eligible for Reserve Retirement but elects discharge) the Training Category Pay Group must be entered as a 'V'. The 'V' is not a Training Category Pay Group, it is a code the MCTFS will convert to a 'blank' and will post the 'blank' to the Training Category Pay Group field. This code is required in the UD entry as MCTFS will not accept a 'blank' in the TTC. Report as follows:

```
TTC 109 000      COMP ____ ED ____ | (Active Duty) (CMC AND MISSO'S)
                ^         ^
2-byte code     ^
from MCO P1080.20 ^
                |
8-byte ED (YYYYMMDD) ^
```

or

```
TTC 109 001      RES COMP ____ TRNGRP ____ ED ____ | (Reserve) (CMC AND MISSO'S)
                ^         ^         ^
2-byte code     ^         ^         ^
from MCO P1080.20 ^         ^         ^
                |         |         |
1-byte training/pay category
code from MCO P1080.20 ^         ^         ^
                |         |         |
8-byte ED (YYYYMMDD) ^         ^         ^
```

**NOTE: For Reserve Marines in the IRR, TTC 109 001 can only be reported by HQMC or MISSO-17. This TTC will also update the member's pay group remark.**

60605. DRAW CASE CODE (TTC 251).

1. The draw case data element will accommodate up to three individually entered codes and termination dates. The codes will be automatically deleted from the record upon the termination date.

2. If a draw case assignment is made for a Marine having three codes in the record, the new entry will fail.

3. For those officers assigned to draw case code of 'FA', 'FB', 'FC', or 'FD', always report 999999 as the termination date. The 999999 date is defined as a non-existing date for any reported draw case code.

a. Use the following statement to report draw case codes:

```
TTC 251 001      DRAW CASE ____ TERM ____ | (CMC MM/RA)
                ^         ^
2-byte A/N case code
from MCO P1080.20 ^         ^
                |         |
6-byte ED (YYYYMM) termination
of the draw case code ^         ^
```

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- b. Use the following statement to delete draw case codes:

TTC 251 000 DRAW CASE DELETE |

2-byte A/N case  
code to be deleted \_\_\_\_\_

## 60606. LAST MONITORED COMMAND CODE (TTC 414).

This data element identifies the MCC to which the Marine was assigned prior to the former MCC. The last two tours of duty may be determined to ensure that Tour Optimization for Uniform Readiness (TOUR) model "tracks" are followed in the case of noncareerists. This transaction is automatically generated upon transfer, and will cause the former MCC to be posted to LMCC when PMCC posts to former MCC.

TTC 414 000 LMCC | (CMC (MMOA/MMEA/RAM) )

3-byte MCC from  
MCO P1080.20 \_\_\_\_\_

## 60607. LAST MONITORED COMMAND CODE DATE DETACHED (TTC 415).

This data element indicates the date on which a Marine was detached from a command prior to the former MCC. The date is present when LMCC is present. This data element is automatically generated when a transfer TTC is posted in the MCTFS. The LMCC Date will be maintained by HQMC UD input only.

TTC 415 000 LMCC DATE | (CMC (MMOA/MMEA/RAM) )

8-byte ED (YYYYMMDD) \_\_\_\_\_

60608. PLATOON CODE (TTC 470).

The platoon code should be up to date in MCTFS. This data element provides commanders the capability to effectively manage their personnel assets, to identify personnel within sections, and to expedite distribution of most MCTFS reports. Report as follows:

TTC 470 000 TO PLT

4-byte A/N characters\_\_\_\_\_

**NOTE:** To delete a platoon code report the T0 PLT entry followed by four zeros.

60609. COMPANY CODE (TTC 499).

1. The company code should be reported each time a change occurs and it can be used to develop company rosters. This field will be left blank if the company code is unknown or not required. Report as follows:

TTC 499 022 COMPANY CODE |

1-byte A/N code \_\_\_\_\_

## 60610. RECORD STATUS CODE (TTC 269).

1. A Record Status code is initially established or changed by the system during the processing of transactions which change the Marine's status. If it is determined after research that a Record Status code is erroneous, the RU will advise the MISSO of the Marine's current status.

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TTC 269 000                      RECSTAT\_\_\_\_| (Active Duty) (MISSO ONLY)

1-byte A/N code                      ↑  
from MCO P1080.20

or

TTC 269 001                      RESERVE RECSTAT\_\_\_\_| (Reserve) (MISSO ONLY)

1-byte A/N code                      ↑  
from MCO P1080.20

### 60611. STRENGTH CATEGORY (TTC 112).

1. Strength category code is intended to describe the type or nature of the Marine's service within the unit. A numeric strength category code is assigned to personnel who are **chargeable** against the monitored command's personnel allowance (T/O or manning level). An alphabetic strength category code is assigned to personnel who are **not chargeable** against the monitored command's personnel allowance. It is important to note that all determinations of accounting status refer to the MCC and **not** the RU.

2. A strength category code is automatically assigned to the Marine when a join statement is processed. The strength category code that is assigned is determined by the reason for which joined to the RU as indicated in Tables 6-1 and 6-2. In those cases where the actual strength category code cannot be automatically assigned, or where the actual strength category of the Marine is different from that indicated in Tables 6-1 and 6-2, the strength category code must be reported with the join entry.

3. All personnel who report to a MCC must be joined as chargeable upon reporting even though they may be assigned to a casual company or other unit while awaiting further assignment within the MCC.

4. Particular attention to changes of strength category which result in a change of accounting status is necessary. When reporting a change from a **chargeable** to a **not chargeable** strength category or vice versa, it may be necessary to report additional information such as billet MOS. Report STRCAT as follows:

TTC 112 000                      STRCAT\_\_\_\_EFF DATE\_\_\_\_|

1-byte A/N code                      ↑                      ↑  
from MCO P1080.20

8-byte ED (YYYYMMDD) of change                      ↑

### 60612. TYPE OF CURRENT DUTY (TTC 108).

The type of current duty code describes the type of assignment. The code is automatically generated by computer when a join entry is processed and normally, a UD entry is required only to correct erroneous data contained in MCTFS. Report as follows:

TTC 108 000                      CURR DU\_\_\_\_| (ACTIVE DUTY ONLY)

1-byte A/N code                      ↑  
from MCO P1080.20

### 60613. WORK STATION/WORK CENTER (TTC 499 002)

The work station/work center code is used primarily by the training section to identify training requirements within the unit, by work station/work center. Other uses include the development of alpha rosters for work stations or work centers. (Report '000' vice leaving blank). Report as follows:



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TTC 499 002                      WORK STATION \_\_\_\_\_ |

3-byte A/N  
code from Figure 6-4 \_\_\_\_\_ ↑

60614. WORK TELEPHONE NUMBER (TTC 499 028).

The work telephone number is carried in the CMF for use by the CO. It is used to create unit recall rosters, and provides an additional means of contacting personnel assigned to a unit in the event personnel cannot be contacted at the home telephone number. Report as follows:

TTC 499 028                      WORK TELEPHONE NUMBER \_\_\_\_\_ |

10-byte work telephone number \_\_\_\_\_ ↑  
(Hyphens or spaces will not be used)

**NOTE:** Do **not** use blanks or special characters; e.g., work telephone number (703) 765-4321 = 7037654321.

60615. MAGTF DESIGNATOR (TTC 499 030).

The MAGTF designator is used by the unit commander as directed by the MAGTF commander to identify Marine and Navy personnel assigned to an element of a MAGTF.

1. Entry of this information can serve as verification of assignment of specific individuals to MAGTF line numbers by the RU in lieu of responding by letter or message. Because use of this data element will in no way affect pay or unit status, it can be reported as soon as the individual is identified to fill a MAGTF billet. If the Marine is not assigned to a MAGTF billet, leave blank or run all zeros to clear the field. Report as follows:

TTC 499 030                      MAGTF \_\_\_\_\_ |

4-byte A/N  
code from below \_\_\_\_\_ ↑  
Leading zeros will be used for single digit MAGTF numbers

2. The FIRST position will describe the element of the MAGTF using the codes below and the SECOND and THIRD positions will be used to identify the number of the MAGTF to which assigned:

### CODE    ELEMENT

C      COMMAND

A      AIR COMBAT

G      GROUND COMBAT

S      COMBAT SERVICE SUPPORT

a. The SECOND and THIRD positions will be used to identify the number of the MAGTF to which assigned. Leading zeros will be used for single digit MAGTF numbers.

b. The FOURTH position can be any alphanumeric character, and will be designated by the MAGTF commander to further identify subordinate units. If not used or unknown, a zero will be entered in this position.

c. The following are examples of how this data element could be entered:

C042 - Command Element, 4th MEB, G2

G324 - Ground Combat Element, 32d MEU, Btry I

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### 60616. OKINAWA, A MULTIPLE DUTY STATION LOCATION

1. The island of Okinawa, Japan consists of multiple permanent duty stations. One or more of which may quarter and support units and/or organizations having the same MCC. In order for the command to move personnel and/or elements from one permanent duty station to another without changing their MCC, certain procedures and UD statements are established to accomplish such moves. Table 6-14 outlines these procedures.
2. All official intra-island travel must be accomplished under competent orders which direct either a PCS or TAD per the definitions listed in the JFTR, Volume I, Appendix J.

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## WORK STATION/WORK CENTER CODES

<u>FIRST POSITION</u>	<u>SECOND/THIRD POSITIONS</u>	<u>WORK STATION</u>
A. Base/Station/ Wing/Division	01	CG/CO/OIC
Hq Level	02	ASST CG/EXECUTIVE OFFICER
	03	CHIEF OF STAFF
	04	STAFF SECRETARY
B. Regt/Group Level	05	STAFF SECRETARY SECTION (OFF & ENL)
	06	SERGEANT MAJOR
C. Sqdn/Bn/Det Level	07	AVIATION SAFETY
	08	CHAPLAIN
D. Company	09	JOINT PAO
	10	JOINT PAO SECTION (OFF & ENL)
E. Other	11	INSPECTOR
	12	INSPECTOR SECTION (OFF & ENL)
F. Not assigned	13	SJA/LEGAL
	14	SJA/LEGAL SECTION (OFF & ENL)
G. Not assigned	15	MAO
	17	DPD
	18	DPD SECTION (OFF & ENL)
	19	G-1/S-1
	20	G-1/S-1 SECTION (OFF & ENL)
	21	HUMAN RELATIONS
	22	EDUCATION/TRANSITION
	23	CAREER PLANNER
	24	ADJUTANT
	25	ADJUTANT SECTION (OFF & ENL)
	26	FILES
	27	S&C
	28	DISTRIBUTION
	29	REPRODUCTION
	30	POSTAL
	31	MILITARY PERSONNEL/WING PERSONNEL
	31	JRC
	31	PSO
	34	PSO SECTION (OFF & ENL)
	35	COM (OPEN)
	36	COM (CLOSED)
	37	CLUBS (SNCO & ENLISTED)
	38	MCX
	39	MCX SECTION (OFF & ENL)
	40	SPECIAL SERVICES
	41	SPECIAL SERVICES (OFF & ENL)
	42	LIFE GUARDS
	43	SECURITY
	44	SECURITY SECTION (OFF & ENL)
	45	CID
	46	G-2/S-2
	47	G-2/S-2 SECTION (OFF & ENL)
	48	G-3/S-3
	49	G-3/S-3 SECTION (OFF & ENL)
	50	COMMUNICATIONS/ELECTRONICS
	51	COMMUNICATIONS/ELECTRONICS SECTION (OFF & ENL)
	52	TRAINING
	53	TRAINING SECTION (OFF & ENL)
	54	AERIAL TARGETS
	55	RANGES

FIGURE 6-5--WORK STATION/WORK CENTER CODES

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## WORK STATION/WORK CENTER CODES

SECOND/THIRD

FIRST POSITIONPOSITIONS

WORK STATION

56	SCHOOLS
57	G-4/S-4
58	G-4/S-4 SECTION (OFF & ENL)
59	HOUSING
60	BOQ/BEQ
61	MOTOR TRANSPORT
62	SUPPLY (NON 3M)
63	ARMORY
64	BULK FUEL
65	FOOD SERVICES
66	COMPTROLLER
67	COMPTROLLER SECTION (OFF & ENL)
68	DISBURSING
69	DISBURSING SECTION (OFF & ENL)
70	CORRECTIONS
71	FLIGHT SECTION
72	NATOPS
73	AIRFIELD OPERATIONS
74	AIRFIELD OPERATIONS SECTION (OFF & ENL)
75	VAL
75	AIR FREIGHT
77	SAR
78	CRASH CREW
79	AIRCRAFT RECOVERY
80	RATTC
81	WEATHER
82	PHOTO
83	WEAPONS
84	EOD
85	UTILITIES
86	CIT
87	SSCT
88	BAND
89	SATU
90	MAWTU
91	RECON CENTER
92	NAMTD
93	AUDITOR
94	DATA SYSTEMS
95	DENTAL
96	FASC
97	TMU-HQ
98	NOT ASSIGNED
99	OTHER

FIGURE 6-4 CONTINUED--WORK STATION/WORK CENTER CODES

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TABLE 6-13--OKINAWA, FAP/TAD.						
R U L E	A	B	C	D	E	F
	If	and	then the Marine	and the statement to be reported is	and the type of orders to be issued	TTC
1	upon arrival, the Marine is assigned to FAP for entire tour	the assign- ment is permanent	is not entitled to per diem	TO FAP ( <u>time</u> ) ED ( <u>date</u> )   HIST:NOT ENTITLED TO PER DIEM	to FAP (DSO/WSO)	
2	after the Marine has served with the unit for some time after processing and is subsequently assigned FAP and the <u>intent</u> is for the Marine to stay FAP'd for remainder of tour				Intra- Island PCS in connection with FAP (DSO/WSO)	306 000
3	upon arrival, the Marine is assigned FAP as first permanent duty station and after 6 months the <u>intent</u> is to terminate FAP and return the Marine to the parent duty station; example, FAP and permanent duty station have the same geographical location				to FAP (DSO/WSO) and FR FAP (DSO/WSO)	

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TABLE 6-13 CONTINUED--OKINAWA, FAP/TAD.

R U L E	A	B	C	D	E	F
	If	and	then the Marine	and the statement to be reported is	and the type of orders to be issued	TTC
4	after the Marine has served with the unit for some time after processing and is subsequently assigned FAP with the intent to return the Marine to the parent unit (except for normal out-processing)	the assignment is temporary	is entitled to per diem	TO FAP ( <u>time</u> ) ED ( <u>date</u> )  HIST: ENTITLED TO PER DIEM	TAD in connection with FAP (letter orders).	306 000
5	the Marine is transferred; for example, from 3/9 to Hq, 9 <sup>th</sup> Mar	the assignment is permanent; for example, TR within same MCC	is not entitled to per diem	TR DU HIST:T(enter unit to which TR) THIS REGT NOT ENTITLED TO PER DIEM	intra-island PCS orders (DSO/WSO)	361 002
6	the Marine is assigned TAD, for 30 days or less; for example, schools, details	the assignment is temporary	is entitled to per diem	none	TAD (DSO/WSO)	
7	the Marine is assigned to first permanent duty station and is assigned TAD for 30 days or less; for example, mess duty, central training unit		is not entitled to per diem	none		
8	the Marine is assigned TAD for a period of 31 days or longer; for example, schools details		is entitled to per diem	TO TAD ( <u>time</u> ) EXCESS STRCAT 4 EFF DATE ( <u>date</u> )  HIST: ENTITLED TO PER DIEM		106 000 112 000

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## SECTION 7: EVENT AND EXCLUSION ENTRIES

### 60700. INTRODUCTION.

1. This section pertains to record of event entry and exclusions for Active/Reserve Units. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statements:

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR	
002 000 ARR INDIV LOC _ _ _		REG	N	N
028 000 TR _ NEW LOC _ _ _		REG	N	N
446 000 PERS RTP JURIS TR TO SDPI		HQ REG	N	N
448 000 REDESIG TO RU _ MCC _		HQ REG RES	N	N
450 000 ACTD AS RUC _ MCC _ DSSN _ EFF _ COMD DPI _ PEN _ RCN _		HQ REG RES	N	N
451 000 DEACTD AS RU _ _		HQ REG RES	N	N
452 000 RED ZERO STR		HQ REG RES	N	N
453 000 FR ZERO STR		HQ REG RES	N	N
477 001 PARENT SDPI		HQ REG	N	N

### 60701. RECORD OF EVENT INFORMATION (ACTIVE DUTY/RESERVE).

1. A record of event entry (hereafter referred to as EVENT entry) is used primarily to report an action or event affecting the status of an RU or command. For example, when a unit/command is activated, the activation is reported with an EVENT entry. An EVENT entry may or may not affect the computer records of individual Marines. When an RU is redesignated to an RU with a different RUC, the EVENT entry changes the official title and RUC of the unit and changes the RUC in each individual computer record.

2. Certain events affect MCTFS and these must be reported with action statements whereas some events do not affect MCTFS and these must be reported with a history statement. See Figure 6-5. In either case, the EVENT entry serves to provide an accurate history of unit activities. The following examples are provided to illustrate how EVENT entries are processed in the MCTFS.

a. A RU must be in existence before any personnel can be joined. When a unit activation is reported on the UD, the MISSO takes action to ensure that the RUC and MCC and other appropriate data are added to the RUC/MCC computer table. This establishes the unit as a valid unit in MCTFS and will then accept joins into the RUC as well as other data normally reported by UD. If the EVENT entry reporting activation is not reported, any joins or other UD entries will be rejected because the RUC is not valid within the system.

b. If a unit does not report redesignation or unit/location changes as an EVENT entry, all output from the system will continue to be prepared with the old unit designation and address.

c. A change of MCC can be accepted and posted to MCTFS only if the RUC/MCC table indicates that the RUC and MCC are compatible. For example, a new MCC is assigned by HQMC to a Marine Corps Security Forces Company. The Marine Corps Security Forces Company must report a historical EVENT entry to add the new MCC to their RUC before personnel can be joined to the new MCC. Also, when the MCC is deactivated or transferred to another RU, the Marine Corps Security Forces Company must delete the MCC from their unit with a historical EVENT entry.

3. Personnel not affected by an EVENT entry or who have other statements to be reported can be excluded from the processing action indicated elsewhere in this section, by use of an EXCLUSION entry.

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4. An EVENT entry may contain more than one statement (Action or Historical). Only one EVENT entry may be reported on a UD. The only other type of entry authorized for reporting on the same UD with an EVENT entry is an EXCLUSIVE entry; Individual and Group entries are not authorized to be reported with EVENT entries. See Figure 6-10 for an MCTFS checklist for Unit Deployment return to Conus.

### 60702. EVENT ENTRY REPORTING REQUIREMENTS (ACTIVE/RESERVE).

The following actions or activities require the unit to submit an EVENT entry on the UD. The paragraph number shown indicates the paragraph of this Manual which contains UD reporting instructions for that action/activity.

<u>ACTION</u>	<u>ACTIVE DUTY</u>	<u>RESERVE</u>
1. <u>Activation of a Unit/Command.</u>	60703.1a	60703.1b
2. <u>Deactivation of a Unit/Command.</u>	60704.1a	60704.1b
3. <u>Redesignation of a Unit/Command.</u>	60705.1	60706.1
4. <u>Relocation of a Unit/Command.</u>	60807	N/A
5. <u>Transfer of Personnel Reporting JURIS.</u>	60808	N/A
6. <u>Unit Personnel Strength Reduced to Zero.</u>	60809	60820
7. <u>Resumption of UD Reporting From Zero Strength.</u>	60810	60821
8. <u>Assignment/Deletion of MCC.</u>	60811	N/A
9. <u>Assumption of Personnel Reporting for Another Unit.</u>	60812	60822
10. <u>Changes of Administrative or Operational Control (ADCON/OPCON).</u>	60813	N/A
11. <u>Embarkation, Sailing and/or Debarkation of a Unit.</u>	60814	N/A
12. <u>Unit Address and Telephone Number Changes.</u>	60815	60823
13. <u>Miscellaneous EVENT Entries.</u>	60816	60824
14. <u>Corrections for a Deactivated/Zero Strength Unit.</u>	60817	60817
15. <u>Deployment of CONUS FMF Units to WESTPAC UDP.</u>	60818(also CH 9/12)	N/A
16. <u>Corrections for an Erroneous UD Number, UD Date and/or RU Information on a Previously Submitted UD.</u>	(BOTH) (Chapter 2)	
17. <u>Change of PEN for Entire Unit</u>	(BOTH) (Section 6, this chapter)	

### 60703. ACTIVATION OF A UNIT/COMMAND (TTC 450).

1. When activation of a unit or command has been authorized by the CMC (MI) for an AD unit or the CMC (RA) for a Reserve unit, an EVENT entry is required. Figure 6-8 is an example of a reply approving a request for the assignment of a RUC to an RU.

a. ACTIVE DUTY. The EVENT entry will be reported by the RU being activated on the initial UD entry, which is submitted for the date of activation. The UD will be numbered as the first UD. For example, 001-99.



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b. RESERVE. The EVENT entry will be reported by MISSO-17 on the initial UD which is submitted for the date of activation. The MISSO UD will be numbered as UD 900 (i.e., 900-99) as it will be the first UD submitted for that RU.

c. Use the following statement to report unit/command activation for **BOTH** Active Duty and Reserve, report as follows:

TTC 450 000 ACTD AS RUC\_\_MCC\_\_DSSN\_\_EFF\_\_COMD DPI\_\_PEN\_\_RCN\_\_|HIST:\_\_\_\_|

5-digit RUC\_\_\_\_\_↑

3-digit MCC. If the RUC has more than 1 MCC, show the primary MCC. Other MCC's will be reported in the history statement\_\_\_\_\_↑

4-digit DSSN\_\_\_\_\_↑

8-digit ED (YYYYMMDD)\_\_\_\_\_↑

2-digit code for Command DPI\_\_\_\_\_↑

8-digit Program Element Number (PEN)\_\_\_\_\_↑

6-digit Responsibility Center Number (RCN)\_\_\_\_\_↑

Enter the complete unit mailing address, telephone number, authority for activation and additional MCC's, if applicable

2. Active Duty. **EXAMPLE** of an activation entry is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	ACTD AS RU 12196 MCC 122 DSSN 6119 EFF 19980601 COMD DPI 02 PEN 0026211M RCN 08321  HIST:UNIT TITLE/ADDR:MCB CAMLEJ NC 28542 TELEPHONE NUMBER COMM (999) 555-2222 REMARKS:AUTH CMC MSG 141440Z MAY 98

3. RESERVE. **EXAMPLE** of an activation entry is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	ACTD RES RU 00407 HIS:UNIT TITLE MARINE WING CONTROL SQUADRON 48 MARINE AIR CONTROL GROUP 48 4 <sup>TH</sup> MAW NAS GLENVIEW IL 60626 TELEPHONE NUMBER COMM (999) 777-8888 AUTH CMC LTR M&RA 5050 OF 980315 RPT BY MISSO-17
		EVENT 2	PEN 0502515M

4. ACTIVE DUTY. When the RU being activated is part of a larger organization or intermediate command, the headquarters element of the organization or immediate command must report the activation with a historical statement to provide a continuous organization/command history on the UD. For example, if a battalion currently consists of Headquarters Company, Service Company, Company A and Company B, and the CMC authorized activation of another Company in the battalion, the following must be reported on the UD:

a. Activation of Company C will be reported per subparagraph 60703.1c.

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b. Headquarters Company must report the activation of Company C with a historical EVENT entry as follows:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:CO C THIS BN ACTD THIS DATE WITH RUC 22222 SUBORDINATE UNIT THIS BN ARE HQ CO, SERV CO, CO A, CO B AND CO C

c. When the RU being activated is a subunit, the parent unit must report a historical EVENT entry as discussed above.

d. When a command or activity consisting of more than one subactivity is being activated, the following must be reported:

(1) Each RU must report activation.

(2) The Headquarters Company or unit must report activation of the command with an EVENT entry in addition to reporting its own activation. See the following example:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	ACTD AS RU 13310 MCC 130 DSSN 6795 EFF 19980301 COMD DPI 06 PEN 0026211M RCN467339  1STMEB FMFPAC FPO SAN FRANCISCO 96602 TELEPHONE NUMBER COMM (999) 555-2222 REMARKS:AUTH CMC MSG 032660Z MAR 98  1STBN 12TH MARINES ACTD THIS DATE WITH HQBTRY BRTY A BTRY B AND BTRY C

5. RESERVE. When the unit being activated is part of a larger organization or intermediate command, MISSO-17 will report the activation with a history statement to provide a continuous organization/command history on the UD. For example, if a battalion currently consists of a Headquarters and Service Company, Company A, and Company B, and the CMC authorized activation of another company in the battalion, the following entry will be reported on the UD:

a. Activation for Company C will be reported per paragraph 60803.1c.

b. MISSO-17 will report the activation of Company C with a HIST: EVENT entry on the Headquarters and Service Company UD as follows:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST:CO C THIS BN ACTD THIS DATE WITH RUC 2222 SUBORDINATE UNITS THIS BN ARE HQ AND SERV CO CO A CO B AND CO C AUTH CMC LTR M&RA 5050 OF 19980315 RPT BY MISSO-16

c. When the unit being activated is a subunit, MISSO-17 will report HIST: EVENT entries as required in paragraphs 60703.6.

d. When a command or activity, consisting of more than one subactivity, is being activated, MISSO-17 will report the activation to include:

(1) Activation for each RU per paragraph above.

(2) A HIST: EVENT entry per paragraph above.

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c. **EXAMPLE** entries:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	ACTD RES RU 00407  HIST:MARINE WING CONTROL SQUADRON 48 MARINE AIR CONTROL GROUP 48 <sup>TH</sup> 4 <sup>TH</sup> MAW NAS GLENVIEW IL 60626 TELEPHONE NUMBER COMM (999) 777-8888 AUTH CMC LTR M&RA 5050 OF 19981201 RPT BY MISSO-17
		EVENT 2	PEN 0502515M
		EVENT 3	HIST:MACG 48 <sup>TH</sup> MAR ACTD WITH RUC 00405 SUBORDINATED UNITS ARE MWCS 48 RUC 00407 DET A RUC 01234 AUTH CMC LTR M&RA 5050 OF 19981201 RPT BY MISSO-17

60704. DEACTIVATION OF A UNIT/COMMAND (TTC 451).

1. All requests for deactivations must be submitted to the TFS Division, Quantico, VA for an **AD** unit or the CMC (RA) for a **Reserve** unit. When deactivation of a RU or command has been authorized by the CMC, an EVENT entry is required.

a. **ACTIVE DUTY.** The RU being deactivated reports the deactivation with an action statement. Prior to reporting deactivation the JURIS commander (MISSO) and the unit commander/AD site commander/I-I/supervisor must ensure that all personnel have been transferred or separated as appropriate. Until this is accomplished, the unit cannot be deactivated. Do not report these actions as part of the EVENT entry. There will be no Exclusive Entries related to this EVENT entry. Use GROUP or Individual Entries as necessary. Acceptance of all transfer/separation entries indicates that no personnel remain in the RU and the deactivation can be reported. The MISSO can provide valuable assistance to the unit in research and resolution of individual cases as required. The MISSO is authorized to withhold processing of the deactivation entry for a maximum of 15 days to ensure that all personnel have been transferred/separated from the unit. If additional time or assistance is required regarding processing of the UD deactivation entry, the MISSO commander should submit a message request to the CMC (MI) with a copy to the DFAS-KCC. **See below instructions.**

b. **RESERVE.** Deactivation messages for Reserve units will be published by CMC (RA). When deactivation of a RU or command has been authorized by the CMC (RA), an EVENT entry is required. **MISSO-17 reports the deactivation with a normal statement.** Prior to reporting deactivation, MISSO-17 and the active duty site commander/I-I/supervisor will ensure that all personnel have been transferred or separated, as appropriate. Until this is accomplished, MISSO-17 cannot deactivate the unit. These actions will not be reported as part of the EVENT entry. Group or individual entries will be used as necessary. Acceptance of all transfer/separation entries indicates no personnel remain in the unit and the deactivation can be reported. MISSO-17 can provide valuable assistance to the unit by furnishing unit rosters and assisting in research and resolution of individual cases as required. MISSO-17 is authorized to withhold processing of the deactivation entry for a maximum of 15 days to ensure all personnel have been transferred/separated from the unit. If additional time or assistance is required regarding processing of the UD deactivation entry, MISSO-17 will submit a message request to the CMC (MI) with a copy of the Dir, DFAS, KCC. **See below instructions**

c. Report deactivation of a RU with the following EVENT entry for **BOTH AD** and **Reserve**:

TTC 451 000      DEACTD AS RU \_\_\_\_\_|HIST: \_\_\_\_\_|

RUC \_\_\_\_\_

Unit title and authority for deactivation \_\_\_\_\_

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2. Active Duty. **EXAMPLE** of a deactivation entry is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RU 88888 HIST:CO R 48TH MARINES AUTH CMC MSG 030430Z APR 98 FINAL UD

a. The following special instructions apply to **ACTIVE DUTY** deactivations:

(1) When the unit being deactivated is a subunit, the parent unit must report a historical EVENT entry as shown in above paragraph.

(2) When the unit being deactivated is the parent unit of one or more subunits. The subunits must also be deactivated when the parent unit is deactivated. The requirement to ensure that all personnel are transferred/separated prior to reporting deactivation is applicable to subunits also.

(a) The parent unit must report a historical EVENT entry as shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RU00010 HIST:AUTH CMC MSG 282121Z MAR 98 FINAL UD 6TH MP BN FMF DEACTD RUC 16001 DEACTD RUCS INCLUDE HQCO RUC 16002 SERV CO RUC 16003 CO A RUC 16004 SU 1 CO A RUC 16110 CO B RUC 16111 AUTH CMC MSG 141220Z APR 98

(b) If a subunit is at zero strength and the parent unit is deactivated, the following must be reported. The SU must report EVENT 1 reporting the deactivation:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RU 00011  HIST:DEACTD WHILE AT ZERO STR AUTH CMC MSG 141221Z APR 98 FINAL UD

(3) When an organization or command is being deactivated, then in addition to the requirements in the preceding subparagraphs, the headquarters element of the organization or command must report command deactivation with a historical EVENT entry. An example is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RU16002 HIST:AUTH CMC MSG 241220Z JAN 98 FINAL UD HIST:MP BN FMF DEACTD RUC 16001 DEACTD RUCS INCLUDE HQCO RUC 16002 SERV CO RUC 16003 CO A RUC 16004 SU 1 CO A RUC 16110 CO B RUC 16111 AUTH CMC MSG 141220Z MAY 98

(4) When a command identified by an MCC is being deactivated, the headquarters element must include deactivation of the MCC in the historical EVENT entry. It is essential that all personnel assigned to the MCC, whether chargeable or not chargeable, be separated or reassigned to another MCC prior to deactivation of the command. The provisions of the

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paragraphs above apply. In addition, all RUC's within the command, including SU and units at zero strength, must be deactivated before the command can be deactivated. The following example reports deactivation of Headquarters Company, Headquarters Battalion, 6th Marine Division and also deactivation of the division.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RU 16001 HIST:AUTH CMC MSG 282112Z APR 98  HIST:DEACTIVATE HQBN 6TH MARDIV RUC 16660 DEACTIVATE 6TH MARDIV RUC 16000 MCC 166 AUTH CMC MSG 282112Z APR 98

3. RESERVE **EXAMPLE** of a deactivation entry is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RES RU HIST:CO R 48 <sup>TH</sup> MARINES AUTH CMC NAVGRAM MI OF 981201 RPT BY MISSO-17 FINAL UD

a. The following special instructions apply to **RESERVE** deactivations:

(1) When the unit being deactivated has a subunit, MISSO-17 will report a HIST: EVENT entry as shown below.

(2) When the unit being deactivated is the parent unit of one or more subunits, the subunits will also be deactivated with the parent unit. The requirement to ensure all personnel are transferred/separated prior to reporting deactivation is also applicable to subunits.

(a) MISSO-17 will report a HIST: EVENT entry as shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RU 00010 HIST:AUTH CMC MSG 282112Z MAR 99 RPT BY MISSO-17 FINAL UD
		EVENT 2	HIST:SU 1 RUC 00011 SU 2 RUC 00012 DEACTD WHILE AT ZERO STR AUTH CMC MSG 282112Z MAR 99 RPT BY MISSO-17

(b) If a subunit is a zero strength and the parent unit is deactivated, the following will be reported. MISSO-17 will report EVENT 1 reporting the deactivation:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RES RUC 00011 HIST:DEACTD WHILE AT ZERO STR AUTH CMC SPDLTR MPC-MJJ DTD 19981201 RPT BY MISSO-17 FINAL UD

b. When an organization or command is being deactivated, in addition to the requirements in the preceding subparagraphs, MISSO-17 will report command deactivation with a HIST: EVENT entry. An example is shown below:

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<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RES RU 16000 HIST:AUTH CMC MSG 141220ZDEC98 RPT BY MISSO-17 FINAL UD
		EVENT 2	HIST:6 <sup>TH</sup> MP BN FMF DEACTD RUC 16001 DEACTD RUCS INCLUDE HQCO RUC 16002 SERV CO RUC 16003 CO A RUC 16004 SU 1 CO A RUC 16110 CO B RUC 16111 AUTH CMC MSG 141220ZDEC98 RPT BY MISSO-17

60705. REDESIGNATION OF A UNIT/COMMAND(Active Duty) (TTC 448).

1. Active Duty. Redesignation is defined as a change in either RUC or primary MCC of a unit/command. It is not necessary that both items changed. Redesignation must be approved and authorized by the CMC (MI). If a new RUC is assigned by the CMC, the EVENT entry will include the phrase FINAL UD FOR RUC XXXXX. A new UD numbering sequence will begin with the first UD submitted by the redesignated unit under the new RUC; for example, 001-99. Redesignation must be reported as follows:

a. When the Current RUC is being retained.

(1) On the last UD submitted for the **old** designation:

EVENT 1  
TTC 448 000 REDESIG TO RU \_\_\_ MCC \_\_\_ | DSSN \_\_\_ ED \_\_\_ | COMD DPI \_\_\_ | ADDR: \_\_\_ | HIST: \_\_\_ |

RUC (current) \_\_\_\_\_

MCC. If the RUC has more than one MCC show primary MCC here and show other MCC's in the history statement \_\_\_\_\_

4-digit DSSN and 8-digit ED (YYYYMMDD) (TTC 150 000) \_\_\_\_\_

2-digit command DPI code (TTC 274 000) \_\_\_\_\_

Complete mailing address (TTC 425 000) \_\_\_\_\_

New unit title, 10-digit telephone number, authority for redesignation, and additional MCC's if applicable. Include phrase "RUC RETAINED"

(2) On the first UD submitted for the **new** designation:

EVENT 1  
HIST:REDESIG FROM RU

RUC (unchanged)

Old unit title

All MCC's applicable to old unit

MCC

b. When a New RUC has been assigned to the Unit by the CMC, the redesignation will require a new UD numbering sequence.

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(1) On the last UD submitted for the **old** designation:

EVENT 1  
TTC 448 000 REDESIG TO RU MCC PEN COMDDPI DSSN ED RCN ADDR: HIST: |

RUC (new) \_\_\_\_\_

MCC. If the RUC has more than one MCC show primary MCC here and show other MCC's in the history Statement \_\_\_\_\_

8-character PEN (TTC 265 001) \_\_\_\_\_

2-digit command DPI code (TTC 274 000) \_\_\_\_\_

4-digit DSSN and 8-digit ED (YYYYMMDD) (TTC 150 000) \_\_\_\_\_

6-digit RCN (TTC 263 000) \_\_\_\_\_

Complete mailing address \_\_\_\_\_

Unit title, 10-digit telephone number, authority for redesignation and additional MCC's, if applicable, and phrase FINAL UD FOR RUC XXXXX \_\_\_\_\_

(2) On the first UD submitted for the **new** designation (a new UD numbering sequence must commence, for example, 001-99) report the following:

EVENT 1 HIST:REDESIG FROM RU MCC0 INIT UD THIS RUC AUTH |

RUC (**old**) \_\_\_\_\_

Old unit title \_\_\_\_\_

MCC(s) applicable to old unit (additional MCC's included) \_\_\_\_\_

Authority \_\_\_\_\_

2. The following special instructions apply to redesignations:

a. When the parent unit of one or more subunits is redesignated all subunits of the parent unit must also be redesignated as follows:

(1) subunits which are active, that is, not at zero strength, must report redesignation per subparagraph 60705.1a.

(2) subunits which are at zero strength will report redesignation with the following historical EVENT entry. The parent unit submits the UD for the zero strength subunit:

EVENT 1 HIST:SU\_RUC\_REDESIG TO SU\_RUC WHILE AT ZERO STR AUTH |

Old subunit number \_\_\_\_\_

Old RUC \_\_\_\_\_

New subunit number \_\_\_\_\_

New RUC \_\_\_\_\_

Authority \_\_\_\_\_

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b. The parent RU must include all subunit which are redesignated in a historical EVENT entry. This will include active and zero strength SU's. The example below shows the redesignation of the parent unit with an action EVENT entry and lists the subunits which were redesignated. Note in the example that subunit 1 is an active unit while subunit 2 is redesignated while at zero strength.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	REDESIG TO RU 12196 MCC 122 DSSN 6119 ED 19981101 COMD DPI 02  PEN 0026211M RCN 308321 ADDR:MCB CAMLEJ NC 28542  HIST:TELEPHONE NUMBER COMM (999) 555-2222 HIST:UNIT TITLE UNDERWATER CO, 2D RECON BN, 2D MARDIV, FMF AUTH CMC MSG 011500Z APR 98 RUC RETAINED HIST:SU 1 RUC 05110 REDESIG TO  SU 1 RUC 07117 SU 2 RUC 05111 REDESIG TO SU 2 RUC 07118 WHILE AT ZERO STR AUTH CMC MSG 011500Z OCT 98

c. When an organization or command is being redesignated, the headquarters element RU must report organization/command redesignation in addition to the requirements in the preceding subparagraphs. Redesignation of units (other than subunits) which are at zero strength also must be reported. In the example below, EVENT 1 reports redesignation of the RU and the command redesignation.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	REDESIG TO RU 35101 MCC K18 DSSN 6816 ED 19981101 COMD DPI 03  PEN 0081112M RCN 930016 ADDR:MCB TWENTYNINE PALMS CA 92278 HIST: TELEPHONE NUMBER COMM (999) 555-2222  HIST:UNIT TITLE USMC COMM ELEC SCOL HIST:COMM ELEC BN REDESIG USMC COMM ELEC SCOL RUC 35100 REDESIG INCLUDE PERM PERS RUC 35101 STUDENTS RUC 35102 AUTH MCBUL 5400 OF 19980715

60706. REDESIGNATION OF A UNIT/COMMAND (Reserve) (TTC 448).

1. RESERVE. Redesignation is defined as a change in RUC and/or title of a unit/command and must be approved and authorized by the CMC (RA). If a new RUC is assigned by the CMC (MI) per Chapter 1, the EVENT entry will include the phrase FINAL UD FOR RUC XXXXX. A new UD numbering sequence will begin with the first UD submitted by MISSO-17 for the redesignated unit under the new RUC; i.e., 001-99. Redesignation must be reported as follows:

a. When the CRUC is retained, the redesignation will not require a new UD numbering sequence. MISSO-17 will report the following on the last UD submitted for the **old** designation:



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## EVENT 1

TTC 448 000 REDESIG TO RU MCC | DSSN ED | COMD DPI | ADDR: | HIST: |

RUC (current) \_\_\_\_\_

MCC. If the RUC has more than one MCC show primary MCC here and show other MCC's in the history Statement **(NOTE)** \_\_\_\_\_

4-digit DSSN and 8-digit ED (YYYYMMDD) (TTC 150 000) \_\_\_\_\_

2-digit command DPI code (TTC 274 000) \_\_\_\_\_

New unit title, mailing address, and authority for redesignation. Include the phrase "RUC RETAINED" \_\_\_\_\_

**NOTE:** When a Reserve unit reports this transaction the input MCC will post to the Mobilization (MCC) (MOBMCC) field.

b. On the first UD submitted for the **new** designation:

HIST:REDESIG FROM RUC \_\_\_\_\_

RUC (unchanged) \_\_\_\_\_

Old Unit title \_\_\_\_\_

2. When a new RUC has been assigned to the Unit by the CMC, the redesignation will require a new UD numbering sequence. MISSO-17 will report the following:

a. The unit will ensure there are no missing UD's prior to submission of the last UD for the old RUC.

b. Report the EVENT entry on the last UD submitted for the **old** designation which will change the RUC number for all personnel, errors in the MCTFS, and transactions in the suspense file. On the last UD submitted for the old designation, report as follows:

EVENT 1

TTC 448 000 REDESIG TO RU MCC | DSSN ED | COMD DPI | ADDR: | HIST: |

RUC (current) \_\_\_\_\_

MCC. If the RUC has more than one MCC show primary MCC here and show other MCC's in the history statement. \_\_\_\_\_

4-digit DSSN and 8-digit ED (YYYYMMDD) (TTC 150 000) \_\_\_\_\_

2-digit command DPI code (TTC 274 000) \_\_\_\_\_

Complete mailing address (TTC 425 000) \_\_\_\_\_

New unit title, 10-digit telephone number, authority for redesignation, and additional MCC's if applicable Include phrase RUC RETAINED \_\_\_\_\_

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c. Report the following on the first UD submitted for the **new** Reserve RUC and redesignation (a new UD numbering sequence will commence; i.e., 001-99.):

HIST:REDESIG FROM RU \_\_\_\_\_ INIT UD THIS RES RUC AUTH \_\_\_\_\_ |  
RES RUC (old) \_\_\_\_\_  
Old unit title \_\_\_\_\_  
Authority \_\_\_\_\_

3. The following special instructions apply to redesignation:

a. When the parent unit of one or more subunits is redesignated, all subunits of the parent unit will also be redesignated as follows:

(1) Subunits which are active will be redesignated per paragraph 60705.1a or 60705.1b.

(2) Subunits which are at zero strength will be reported with the following HIST: EVENT entry. The parent unit submits the UD for the zero strength submit:

HIST:SU \_\_\_\_\_ RUC \_\_\_\_\_ REDESIG TO SU \_\_\_\_\_ RUC \_\_\_\_\_ WHILE AT ZERO STR AUTH \_\_\_\_\_ |  
Old subunit Number \_\_\_\_\_  
Old RUC \_\_\_\_\_  
New subunit number \_\_\_\_\_  
New RUC \_\_\_\_\_  
Authority \_\_\_\_\_

b. The parent unit will include all subunits which are redesignated in a HIST: EVENT entry. This will include active and zero strength subunits. The example below shows the redesignation.

c. In this example subunit 1 is an active unit while subunit 2 is redesignated while at zero strength.

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	REDESIG TO RES RU 14706 PEN 0502511M HIST: UNIT TITLE UNDERWATER CO 4 <sup>TH</sup> RECON MARDIV FMF 4400 DAUPHINE ST NRLNS LA 70146 TELEPHONE NUMBER COMM (999) 555-2222 AUTH AUTH CMC MSG 141220Z DEC 98
		EVENT 2	HIST:SU 1 RUC 14011 REDSIG TO SU 1 RUC 14721 SU 2 RUC 14012 REDSIG TO SU 2 RUC 14722 WHILE AT ZERO STRENGTH AUTH CMC WASH DC 12157ZDEC98

d. When an organization or command is being redesignated, the headquarters element RU will report organization/command redesignation in addition to the requirements in the preceding paragraphs. Redesignation of units (other than subunits) which are a zero strength also must be reported. In the example below, EVENT 1 reports redesignation for the RU. EVENT 2 reports the command redesignation.

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<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	REDSIG TO RES RU 29070 PEN 0502514M HIST: UNIT TITLE 4 <sup>TH</sup> SERVICE SUPPORT GROUP TWENTYNINE PALMS CA 92278 TELEPHONE NUMBER COMM (999) 555-2222 AUTH CMC LTR AGIOR DTD 981201 RPT BY MISSE-17
		EVENT 2	HIST:ADMIN CO REDSIG 4 <sup>TH</sup> SERVICE SUPPORT GROUP REDSIG INCLUDE PERS DET 1 RUC 29077 AND DET 2 29078 AUTH CMC LTR AGIOR DTD 19991201 RPT BY MISSE-17

60707. RELOCATION OF A UNIT/COMMAND (TTC 028).

1. Change of location of an RU must be reported with an EVENT entry on the date of change. Change of location will be reported only if the unit's location will change for a period of 31 days or longer. Report as follows:

EVENT 1

TTC 028 000 TR \_\_\_\_\_ NEW LOC \_\_\_\_\_ |

Time of transfer  
in 24 hour format \_\_\_\_\_

3-byte county code (or foreign  
country numeric code) \_\_\_\_\_

2-byte numeric state code  
(or foreign country alpha code) \_\_\_\_\_

4-byte code for city \_\_\_\_\_

**NOTE:** The Worldwide Geographic Location Codes <http://hydra.gsa.gov/glc/> will be used to establish all location codes. Reporting of DSSN, COMD DPI, PEN, ADDR and RCN is only required if **new**.

3. Upon change of location of a command, which is assigned a RUC but is not itself an active RU, the headquarters element of the command will report the change with a historical EVENT entry. The historical EVENT entry also will report change of location for any zero strength RU's other than subunits. For example, RUC 12200 is assigned to 8th Marines. However, that RUC is not active for personnel reporting purposes, that is RUC 12200 does not submit a UD. Therefore, the UD submitted by Headquarters Company, 8th Marines, RUC 12201 would report relocation of both RUC's as shown in the following **EXAMPLE**:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	TR 0800 NEW LOC 133 37 0735 DSSN 6092 ED 19981101 COMD DPI 02  PEN 0026211M RCN 308321 ADDR:MCB CAMLEJ NC 28542 HIST: TELEPHONE NUMBER (999) 555-8888222  HIST:UNIT TITLE HQCO 9TH MAR 2DMARDIV FMF EMB AND SAILED 0800 APA 169 AUTH CMC MSG 011600Z APR 98 SAILED FR MHNC HIST:RUC 12200 8THMAR 2D MARDIV

60708. TRANSFER OF PERSONNEL REPORTING JURIS (TTC 446).

1. Request for a change to a personnel reporting JURIS for an RU must be approved by the CMC (MI) or directives issued by CMC may authorize JURIS changes, except when a Marine detaches aboard a naval vessel or changes location from the assigned JURIS (see chapter 1).

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a. The transfer of the personnel reporting JURIS will be reported by an EVENT entry using the example listed below without recourse to CMC. The EVENT entry will be reported on the last UD submitted to the OLD JURIS. This will be on the ED of the JURIS transfer. Prior to the change of JURIS the unit which has been designated the responsibility for additional MCC(s) must effect a transfer of the additional MCC(s) and the Marines assigned thereto.

b. There may be cases in which no transfer of the additional MCC(s) will be required. The directive/correspondence to transfer personnel JURIS from HQMC will contain guidance in each case. If the RU has personnel ATTACHED on their rolls, the attached status must be terminated, unless otherwise directed. The termination of ATTACHED status must indicate the unit to which the attachment is effected. In the transfer of personnel JURIS, it may be necessary to report Comd DPI (and DSSN if new). Report as follows:

TTC 446 000 PERS RPT JURIS TR TO SDPI\_\_|DSSN\_\_ED\_\_|COMD DPI\_|ADDR:\_\_\_|HIST:\_\_\_|

2-byte number of the new assuming jurisdiction; for example, 02, 03 → SDPI\_\_

4-byte DSSN numeric symbol new and 8-digit ED (TTC 150 000) → DSSN\_\_ED\_\_

2-byte Command DPI numeric symbol (new) (TTC 274 000) → COMD DPI\_|

Complete (new) mailing address of the RU. DO NOT include the new SDPI address (TTC 425 000) → ADDR:\_\_\_|

10-digit telephone number (i.e., (999) 555-2222) Authority → HIST:\_\_\_|

### 2. **EXAMPLE entry:**

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	PERS RPT JURIS TR TO SDPI 09 DSSN 6091 ED 19981031 COMD DPI 09  ADDR:CO B HQBN HQMC HENDERSON HALL ARLINGTON VA 22214  HIST:TELEPHONE NUMBER COMM (999) 555-2222 HIST:AUTH CMC MSG 011631Z APR 98

3. When the JURIS of a parent unit changes, the JURIS of zero strength subunits normally will change to coincide with the parent unit's new JURIS. The parent unit must report this change with a historical EVENT entry. The JURIS of active subunits may or may not change, depending on their function. The parent unit will report a historical EVENT entry when the subunits remain in the old JURIS. If an active subunit changes JURIS, the subunit will report the transfer per above subparagraph. The parent unit's historical EVENT entry also will report this fact. The example below shows the reporting of the transfer of JURIS for an RU, an active subunit (SU 1) and also for a zero strength subunit (SU 2). SU 3 remains in the old JURIS and this is reported.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	PERS RPT JURIS TR TO SDPI 09 DSSN 6091 ED 19981031 COMD DPI 09  ADDR:MB, NS, ANNAPOLIS, MD 21402 HIST:TELEPHONE NUMBER COMM (999) 555-2222 AUTH MCBUL 5400 OF 19981001 HIST:PERS JURIS TR TO SDPI 09 FOR ACTIVE RUC 53101 HIST:ADDR:SU 1 MB AT NTC BAINBRIDGE MD 21905

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TELEPHONE NUMBER COMM (999) 555-222  
AND ZERO STRENGTH RUC 30104|  
ADDR:SU 2 MB AT NTC BAINBRIDGE MD  
21905 TELEPHONE NUMBER COMM  
(999) 555-2222|SUB 3  
REMAINS IN JURIS SDPI 03|

4. If the JURIS of a command, which is not an RU itself, transfers to a new JURIS, the headquarters element of the command will report the change for the command with a historical EVENT entry as shown in the example below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST:PERS RPT JURIS TR TO SDPI 03 FOR RUC 59999 ADDR: MARINE LOOKOUT BN COLUMBIA SC 29402 TELEPHONE NUMBER COMM (999) 555-2222 AUTH MCBUL 5400 OF 19981001

60709. ZERO STRENGTH (REDUCED) (TTC 452).

1. When the personnel strength of an RU is reduced to zero, this occurrence must be reported with an EVENT entry. Do not report any actions in association with reduction to zero strength as Exclusive Entries. Use Group or Individual Entries as necessary. Reduction to zero strength means the unit (RUC) remains in existence and if required to join personnel in the future, the unit can be reported FR ZERO STRENGTH per paragraph 60709 without CMC approval required. If, at the time unit personnel strength reaches a zero balance, it is determined there will be no future requirement for the RUC, the unit will be deactivated rather than reduced to zero strength. In addition, all commands will periodically review the status of any RUC's at zero strength, particularly subunits, to determine if any should be deactivated. Instructions for deactivation of a zero strength subunit are contained in paragraph 60704.

2. Prior to reporting the unit to zero strength, the MISSO and the unit commander/AD site commander/I-I/supervisor must ensure that all unit personnel have been transferred or separated as appropriate. Until this has been accomplished, the unit cannot be reported to zero strength. The MISSO can provide valuable assistance to the RU by furnishing rosters as required and assisting in research and resolution of individual cases as required. The MISSO is authorized to withhold processing of the zero strength EVENT entry for a maximum of 15 days to ensure that all personnel have been transferred/separated. This will be verified by an extract against the CMF. If additional time or assistance is required, the MISSO should submit a message request to the CMC (MI) with copy to the DFAS-KCC. Report as follows:

TTC 452 000 RED ZERO STR|HIST:\_\_\_\_\_|  
Enter the details for historical  
purposes, for example, authority\_\_\_\_\_

3. **EXAMPLE entry:**

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	RED ZERO STR HIST:AUTH CMC MSG 011200Z APR 98

60710. RESUMPTION OF UD REPORTING FROM ZERO STRENGTH (TTC 453).

1. When a RU which has been at zero strength resumes UD submission, the UD submitted will include an EVENT entry to report resumption of UD submission. To be reported from zero strength, the unit must have been reported to zero strength. That is, if the unit was previously deactivated or if the unit was never an active RU, the unit must be activated (rather than reported from zero strength). Authority from the CMC (RA) is required to activate a unit. Requests for activation will be submitted per the instructions contained in

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Chapter 1. Reporting of DSSN, COMD DPI, PEN, ADDR and RCN is only required if **new**. Use the statement below to report from zero strength:

TTC 453 000 FR ZERO STR|HIST:\_\_\_\_\_|

Unit title, mailing address, telephone  
Numbers, and details for historical purposes\_\_\_\_\_↑

2. Individual and group entries, as appropriate, will be used to report joins into the RU. The example below shows a unit reported from zero strength:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	FR ZERO STR HIST:MARINE WING CONTROL SQUADRON 48 MARINE AIR CONTROL GROUP 48 4 <sup>TH</sup> MAW NAS GLENVIEW IL 60026 TELEPHONE NUMBER COMM (999) 555-8888 AUTH CMC LTR 981201
		EVENT 2	PEN 0502511M

3. The following special instructions apply to reporting from zero strength:

a. When a subunit or a RU which is part of a larger organization or command reports from zero strength, the parent unit or headquarters element of the organization/command will report a HIST: EVENT entry as shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST:RUC 01010 SU 1 HQCO HQBN FR ZERO STR ED 19991201

b. When a command which is not a RU has personnel assigned to it, the headquarters element of the command will report the from zero strength status of the command. This is in addition to reporting from zero strength for the RU itself. See the example below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	FR ZERO STR HIST:MARINE CONTROL SQUADRON 48 MACG 48 4 <sup>TH</sup> MAW GLENVIEW IL TELEPHONE NUMBER COMM (999) 555-8888 AUTH CMC LTR OF 19981201
		EVENT 2	PEN 0502511M
		EVENT 3	HIST:FR ZERO STR UNIT TITLE MACG 48 RUC 00408 AUTH MCB 5400 OF 19981201

60711. CORRECTIONS FOR A DEACTIVATED/ZERO STRENGTH UNIT.

1. When it is necessary to report corrections for a unit which is deactivated or at zero strength, the next senior unit will follow the procedures set forth below. These procedures activate the RUC for one MCTFS processing cycle only. If additional corrective action is subsequently required, the entire procedure must be repeated. The below steps must be reported on no less than three UD's but can be prepared all on the same day.

a. UD #1 - Report EVENT 1 to activate the unit or bring unit from zero strength, as appropriate.

b. UD #2 - Report appropriate action statement to correct computer records on following UD.

c. UD #3 - Report EVENT 1 to deactivate the unit or report reduction to zero strength, as appropriate.

2. The actions specified above are normally required because of a failure on the unit's part to transfer/separate all personnel prior to reporting deactivation to zero strength.

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3. When a unit reports deactivation or is reduced to zero strength, personnel "erroneously" remaining in that unit when the entry is processed will be transferred to MCC W96 and/or have TAD/FAP terminated by a computer-generated transaction.

### 60712. ASSIGNMENT/DELETION OF MCC.

1. Change of a unit **primary** MCC must be reported as a redesignation per paragraph 60705. When a RU is designated to join personnel assigned to an MCC other than the primary MCC for the RU, a historical EVENT UD entry is required to add the additional MCC to the RUC. The entry is required to establish the audit trail between that RUC and MCC in the computer record. Conversely, when that RUC no longer is required to account for personnel of that MCC, an EVENT entry is reported to delete the MCC from the RUC. The following are examples of situations requiring the EVENT entry. The list below of situations requiring the EVENT entry is not all-inclusive, but is provided as a guide.


2. A Marine activity is designated to assume personnel reporting responsibility for personnel assigned duty with a nearby NROTC unit at a college or university. This designation normally is accomplished by correspondence from the CMC, an example of which is shown at Figure 6-3. For example, the I-I Staff, Company B, 4thAAVBn, 4THMarDiv, USMCR (Jacksonville, Florida) has been designated to account for Marines assigned to the NROTC unit at University of Florida, Gainesville, Florida. The I-I Staff would report the following EVENT entry adding the MCC:

EVENT 1  
HIST:**ADD** MCC (3-byte MCC, title and address) THIS RUC AUTH \_\_\_\_\_ |  
Authority for MCC Addition \_\_\_\_\_



3. If for some reason, it was necessary to delete the MCC, the EVENT entry shown below would be reported. For example, if the NROTC program were discontinued at that school.

EVENT 1  
HIST:**DELETE** MCC (3-digit MCC and MCC Title) FROM THIS RU AUTH \_\_\_\_\_ |  
Authority for MCC Deletion \_\_\_\_\_



4. Another situation requiring the EVENT entry occurs when a flag/staff allowance goes ashore when the flagship is in port and the nearest Marine activity in that port assumes personnel reporting responsibility for the allowance as outlined in MCO P1080.20. Normally, when the flag/staff allowance is afloat, it is reported under the RUC of the shipboard Marine detachment, if there is a detachment aboard. When the flag/staff allowance goes ashore the personnel reporting is shifted to the nearest Marine activity as outlined above. The addition of the MCC(s) and deletion of the MCC(s) is reported without further authority from HQMC. The detachment deletes the MCC and includes in the EVENT entry the disposition of the flag/staff allowance, for example, the name of the activity to which transferred.

5. Whenever a unit reports MCC on a Marine joined and the entry is rejected because the RUC/MCC appear not to be compatible, it is necessary to report an EVENT entry to add the MCC using the Marine's PCS orders as authority before that MCC can be accepted for joining the Marine to the unit. The following MCC's have been programmed to be accepted from any RU without further authority from the CMC when joining Marines attending colleges, universities, or programs identified by the MCC's: 'K08', 'K10', 'K17', 'K27', 'K28', 'K31', 'K47', 'K51', 'J59', and 'H99'.

6. When the title of the MCC is being changed, the unit is required to submit a historical EVENT entry. Correspondence initiating a title change will be received from HQMC. To report change of title, report as follows:

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EVENT 1 HIST:TITLE CHANGE MCC XXX THIS RUC AUTH \_\_\_\_\_ |

3-digit MCC \_\_\_\_\_ ↑

MCO P1080.20

Authority for MCC Title Change \_\_\_\_\_ ↑

## 60713. REPORTING FOR ANOTHER UNIT.

1. If one RU assumes personnel reporting responsibility for another RU, this fact must be reported with a historical EVENT entry. A RU is, by definition, capable of personnel reporting and in fact a RUC is assigned for that sole purpose. Therefore, no unit will assume personnel reporting responsibility for another RU without authority from the CMC (MI).
2. When one RU assumes personnel reporting for another RU there is no transfer of personnel between the units. Rather, a separate UD continues to be submitted for each RU.
3. On the date that personnel reporting is assumed by another RU, the following EVENT entries will be reported:

- a. On the UD of the unit assuming personnel reporting responsibility for another unit:

EVENT 1 HIST:PERS RPT RESPON ASSUMED FOR RUC \_\_\_\_\_ |

RUC \_\_\_\_\_ ↑

Title of unit and authority \_\_\_\_\_ ↑

- b. On the UD of the unit for which personnel reporting responsibility is assumed:

EVENT 1 HIST:PERS RPT RESPON ASSUMED BY RUC \_\_\_\_\_ |

RUC \_\_\_\_\_ ↑

Title of unit and authority \_\_\_\_\_ ↑

## 60714. ADMINISTRATIVE/OPERATIONAL CONTROL (ADCON/OPCON).

1. A historical EVENT entry is required to report change of ADCON/OPCON status of a unit or command. The RU being assigned ADCON/OPCON and the headquarters of the command assuming ADCON/OPCON must report a historical EVENT entry.
2. In the example below, Battery D, 2d Battalion, 10th Marines is assigned ADCON/OPCON to the 6th Marines for participation in an exercise.

- a. Battery D, 10th Marines would report the following entry:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:ASG ADCON/OPCON TO 6TH MAR FOR FEX 2-98 AUTH CMC MSG 122200Z JUL 1998

- b. Headquarters Company, 6th Marines would report the following entry:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:6TH MAR ASSUMES ADCON/OPCON OF BTRY D 10TH MAR FOR FEX 2-98 AUTH CMC MSG 122200Z JUL 1998



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60715. EMBARKATION, SAILING, OR DEBARKATION OF A UNIT (TTC 028).

1. When a unit embarks or debarks from a ship, report a historical EVENT entry showing the date, designation and location of the ship and reason for embarkation/debarkation. Normally other information must be reported for some or all unit personnel; for example, the suspension or resumption of commuted rations or subsistence for certain enlisted personnel. These changes must be reported with group or individual entries, using action statements per Chapter 5. When the ship puts out to sea or returns from sea a change of location is involved. Change in unit location is reported per paragraph 60706.

2. **EXAMPLE entry:**

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	TR 0800 NEW LOC 160 AS 6000 DSSN 6119 ED 19981015  COMD DPI 02 PEN 0026211M RCN 308321 ADDR:HQCO 2D BN 6TH MAR 2DMARDIV FPO NY 09602 HIST:TELEPHONE NUMBER COMM (999) 555-2222 HIST:EMB AND SAILED 0800 APA 42 AUTH CMC MSG 120804Z AUG 1998
		EXCL 1	ON SK
SARNIE	KX	987654321	
MORTARMAN	AB	876543219	

60716. UNIT ADDRESS AND TELEPHONE NUMBER CHANGES.

1. Unit address and telephone number changes for both active and reserve units, will be submitted as historical EVENT statements. Include complete mailing address. The below (line 1, 2 and 3) is for instruction purposes only. The history statement is a continuous entry separated by spaces (see **EXAMPLE entry**).

a. Line 1 - Unit Title

Line 2 - Box, PO Box, Box No, PSC Box, Street Address, or RUC/Unit No.  
(FPO/APO Units)

Line 3 - City, State and 9-digit Zip or  
Base, State and 9-digit Zip or  
FPO/AP, AP/AA/AE and 9-digit Zip

b. A separate history statement will contain the new commercial and DSN phone numbers.

2. **EXAMPLE entry:**

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST:ADDRESS CHANGED TO 31 <sup>ST</sup> MEU 9 <sup>th</sup> MEB UNIT 35621 FPO AP 96606-5261  HIST:TELEPHONE NUMBER CHANGED TO COMM (913) 6217166

60717. EVENT ENTRIES (MISCELLANEOUS).

1. Any occurrence which affects a RU or command, and which should be recorded in the unit/command history, should be reported on the UD as an EVENT entry. In many cases in conjunction with an EVENT entry, other actions must also be reported as group or individual entries with action statements. For example, a street address change for an additional MCC under ADCON to the reporting unit is reported with a historical EVENT entry. For example, when a flag/staff allowance is transferred, a historical EVENT entry reports the transfer of

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the allowance. However, it is still necessary to report the transfer of the members of the allowance.

2. Figure 6-5 illustrates some of the requirements for historical EVENT entries.

3. Instructions for reporting Event and Exclusion entries can also be found in Chapter 2.

### 60718. EXCLUSION ENTRY (ACTIVE DUTY).

1. An exclusive entry is used to exclude from an EVENT entry those Marines not equally affected by the EVENT entry. Exclusive entries must always show the names of the personnel and the information which describes the reason for the exclusion of those personnel. The statements which describe the reason for the exclusion will be prepared per the instructions for reporting that item.

2. An exclusive entry cannot be used in a historical EVENT entry or in an EVENT entry which reports a unit activity such as deactivation, re-designation, transfer of personnel reporting JURIS, unit reduced to zero strength or unit from zero strength. An exclusive entry is prepared as follows:

a. Select EXCL and enter the sequence number of the entry. Exclusion entries are numbered in sequence, beginning with number 1.

b. Enter statement(s) for the entry in the remarks column followed by the members being excluded.

3. Personnel excluded from an EVENT entry due to an absence that has been previously reported on a UD or personnel on leave will also be accounted for in an exclusive entry. The explanatory remark will be shown with the term ON\_\_\_\_| followed by the reason for the absence in a HIST statement. Report as follows:

a. TTC 459 000 ON CNFT|  
459 001 ON CPTR|  
459 002 ON XXXXXXXXXX| (Word) **NOTE:** Any one word statement preceded by **ON**  
459 003 ON IHCA| may be used in connection with a record  
459 004 ON LV| of events. (not to exceed 10 characters).  
459 005 ON MIA|  
459 006 ON MIS|  
459 007 ON SK|  
459 008 ON TAD|  
459 009 ON UA|

4. Any deviation from this format will cause the event entry to post against the personnel in the exclusive entry.

#### EXAMPLE entry:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	WILL DEPLOY TO SDPI 27 DSSN 6160 UNIT TITLE 3RDBN 4THMAR 3RDMARDIV FMFPAC ADDR FPO SAN FRANCISCO CA 96602 LOC CODE 001JA ESTIMATED DELOYING DATE 19980322
		EXCL 1	ON OTHER HIST:NOT AFFECTED
KELL	DB	987654321	
CLARK	AB	876543219	

### 60719. FLAG AND/OR STAFF ALLOWANCES.

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1. Each flag and/or staff allowance is assigned a unique MCC. Personnel filling billets in a flag and/or staff allowance are assigned that MCC and, for personnel reporting purposes, are joined on the rolls of either a ship's detachment, a Marine barracks, or an activity nearest their location. If a flag officer has both a flag and staff allowance, personnel administration and personnel reporting for Marines of both allowances will be accomplished by the same RU.

2. Prior to joining Marines of a flag and/or staff allowance to an RU, a record of events entry is required to establish the MCC in that RU if the MCC is not currently established in that unit. Refer to Chapter 6 for record of events entry. The joining or transferring of personnel of a flag and/or staff allowance will be reported by group or individual entries as appropriate. The particular joining entry must report the MCC for the flag and/or staff allowance. The title of the allowance and the title of the unit joined from or transferred to will be reported in a history statement. The join and/or transfer of individual Marines of flag and/or staff allowances will be reported per the instructions in chapters 3 or 4 of this Manual.

3. When a Marine initially reports to the unit administering a flag/staff allowance for duty with the allowance, the Marine must be joined by that unit and assigned the MCC for the allowance. The Marine retains that MCC throughout the tour with the allowance. Once a Marine has been joined on the rolls of the flag and/or staff allowance, items of personnel information will be reported on a UD in the normal manner. When the allowance moves and a different RU assumes administrative responsibility, all Marines of the allowance must be transferred by UD entry (individual or group entry). It is essential that the unit report transfer **within the same monitored command** because the MCC is retained and only the RU changes. When a Marine completes the tour with an allowance and is transferred to **another** MCC (including a different allowance with a different MCC) report the transfer.

#### 4. **EXAMPLE** entries:

a. To establish the MCC for a flag and/or staff allowance in the RU :

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST :ADD MCC 438 FLAG ALLOW COMNAVPHIL THIS RU AUTH CMC SPDLTR 1080-SER :123 OF 19981015

b. To join the Marines to the MCC report on a subsequent UD:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
GROUP 1			JOIN MCC 438 DU HIST :FLAG ALLOW COMNAVPHIL JOIN FR MB NB SUBIC BAY LUZON PR BILMOS 0311
SCHUMITCH	JX	987654321	
BLACKMAN	BJ	232678901	

c. To transfer Marines of a staff allowance when administrative responsibility for the allowance shifts to another RU :

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
GROUP 1			TR DU HIST:MCC 782 STAFF ALLOW TACRON 21 TR TO MB NB NORVA EDA 20001029
GOODMAN	TX	987654321	
FORTENBERRY	XJ	876543221	

d. To delete a staff allowance when administrative responsibility for the allowance shifts to another RU:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
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EVENT 1      HIST:DELETE MCC 782 STAFF ALLOW  
              TACRON 21 FROM THIS RU AUTH CMC  
              SPDLTR 1080-SER:124 OF 20000516|

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Personnel responsibility for unit transferred to another	HIST:UD RESPON ASSUMED BY (OR FOR) UNIT TITLE AUTH_____
Unit attached for operational or administrative control	HIST:ATT OPCON TO 8 <sup>TH</sup> MAR FOR FEX 2-98 AUTH_____  HIST:ATT ADCON 11 <sup>TH</sup> MAR FOR_____AUTH_____
Unit to TAD	HIST:TO TAD MCC_____AUTH_____
Unit participation in maneuvers or training exercise	HIST:PARTICIPATE IN FEX SNOW FLAKE III DINKLE NORWAY PRD 19981101 TO 19981215 AUTH_____
Embarkation or debarkation of unit	HIST:EMB ABD USS SINKER APA 221 VASPER VA SAIL FOR CLASS DESTINATION AUTH_____
Sailing of ship's detachment flag/staff allowance	HIST:SAILING UD NO ABS
Unit award decoration citation	HIST:AWD PUC FOR PRD 19981015 TO 19981215 AUTH_____
MCC added	HIST:ADD MCC (3-DIGIT MCC, MCC TITLE AND LOCATION) THIS RU AUTH_____
MCC deleted	HIST:DELETE MCC (3-DIGIT MCC AND TITLE) FROM THIS RU AUTH
Parent unit reporting activation of SU	HIST:RUC_____MCC_____SUBUNIT ACTIVATED ON_____
Change of title for an MCC	HIST:TITLE CHANGE MCC (3-DIGIT MCC AND NEW TITLE) THIS RUC AUTH_____
Change of title for a RUC when the RUC and MCC remain the same	HIST:TITLE CHANGE RUC (ENTER RUC AND NEW TITLE) THIS RUC AUTH_____
Change of mailing address only for an MCC or RUC (not a relocation)	HIST:ADDR CHANGE MCC (ENTER MCC OR RUC AND NEW ADDRESS) EFFECTIVE _____

Figure 6-6.--Example: Historical Event Entries.

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FROM CMC WASHINGTON DC//MIF//  
TO CG SECOND MARDIV  
DFAS KANSAS CITY MO  
INFO CG MCB CAMP LEJEUNE NC//MISSO//  
CG MCB CAMP PENDLETON CA//MISSO//  
CG MCB CAMP BUTLER JA//MISSO//  
MCAS KANEOHE BAY HI//MI//  
DFAS-KANSAS CITY CENTER KANSAS CITY MO//MISSA/MISSO//  
MCI WASHINGTON DC  
HQBN 2D MARDIV, CAMP LEJEUNE, NC

UNCLAS //NO1080//

SUBJ: REQUEST FOR RU CODE (RUC) AND MONITORED COMMAND CODE (MCC) ASSIGNMENT

A. CG, 2D MARDIV 261800Z MAY 1998

B. MCO P1080.35

1. WE APPROVE YOUR REQUEST CONTAINED IN REF A. RUC 12013 AND MCC 122 ARE ASSIGNED TO THE INFANTRY TRAINING COMPANY, HEADQUARTERS BATTALION, 2D MARDIV, CAMP LEJEUNE, NC.

2. HQBN, 2D MARDIV, CAMP LEJEUNE, NC: REPORT A RECORD OF EVENT UNIT DIARY ACTIVATION ENTRY PER REF B, PAR 6102.

3. DIR, DFAS, KCC: REQUEST SYSTEM TABLES UPDATE FOR THE FOLLOWING INFORMATION:

RUC 12013, MCC 122 (MCTFS PRIMARY)

UNIT TITLE: INFANTRY TRAINING COMPANY

UNIT ADDRESS: 2D MARDIV, CAMP LEJEUNE, NC 28542 (999) 555-2222

LOCATION CODE 37133; COMD/JURIS DPI 02; DSSN 6092; TCD B; TCF 36;

PEN 0026211M; RCN 308321; COMD RUC 12000; MCC 122; FLAG A.

Figure 6-7.--Example: CMC Reply to a Request for Activation of a RU.

# MCTFSPRIM

FROM CMC WASHINGTON DC//MIF//

TO MARCOREP FT SILL OK

DFAS KANSAS CITY MO

UNIT

INFO COMMARFORRES//G-1//

CG MCB CAMP LEJEUNE NC//MISSO//

CG MCB CAMP PENDLETON CA//MISSO//

CG MCB CAMP BUTLER JA//MISSO//

MCAS KANEOHE BAY HI//MISSO//

DFAS-KANSAS CITY MO//MISSA/MISSO//

MCI WASHINGTON DC//

UNCLAS //NO1080//

SUBJ: ASSIGNMENT OF A MONITORED COMMAND CODE (MCC) H17

A. T/O 5061 TOCA 011087

B. MCO P1080.40, PAR 6110

1. THE BILLET DESCRIPTION IDENTIFIED IN REF A IS ASSIGNED MCC H17 AND WILL BE ADMINISTRATIVELY SUPPORTED BY THE INSPECTOR-INSTRUCTOR JACKSONVILLE, FL.

2. I-I STF JAXFL: REPORT ADDITION OF MCC H17 AS A HISTORICAL RECORD OF EVENT ENTRY PER REF B.

3. DIR, DFAS, KC, MO: EFFECTIVE 18 AUGUST 1998, REQUEST SYSTEM TABLES UPDATE FOR THE FOLLOWING INFORMATION:

RUC 83276, MCC H17 (ADDITIONAL)

UNIT TITLE: NROTC, UNIVERSITY OF FLORIDA

UNIT ADDRESS: INSPECTOR-INSTRUCTOR

COMPANY B (-), 4TH AAV BATTALION (-)

BOX 44, BUILDING 411

NAS JACKSONVILLE, FL 32212

(999) 555-2222

LOCATION CODE: 03112

COMD/JURIS DPI: 16 DSSN: 6167

TCD: F TCF: 36

PEN: 0081125N RCN: 010011

COMD RUC: 83276 MCC: H17 FLAG: 1

Figure 6-8.--Example: CMC MSG Designating Reporting Responsibility.

# MCTFSPRIM

	<u>COMPL</u>	<u>DATE</u>	<u>ACTION</u>
1.	_____	_____	Review DSC/DRD (beginning at E-180 and ending at E-15). (paragraph 5053)
2.	_____	_____	Contact the MISSO (5 weeks prior to deployment). Provide the MISSO with a list of all current user-ID's being utilized by the RU. MISSO contact_____.
3.	_____	_____	Submit "WILL DEPLOY" EVENT entry with historical tables information (4 weeks prior to deployment). (paragraph 6116)
4.	_____	<u>NA</u>	Report individual entries of "WILL DEPLOY" as applicable. (paragraph 6116)
5.	_____	_____	Submit "HIST:ASG OPCON/ADCON_____UDP EMB GOVT AIR FR_____LAST UD SUB JURIS_____" event entry. This UD must be prepared in advance, then certified and delivered to the MISSO just prior to departure. (paragraph 6116). STOP COMRATS should also be reported on this UD. (paragraph 5013)
6.	_____	_____	Contact the WESTPAC MISSO upon arrival. Unit TASO identifies that user-ID's and passwords are active. Receive M-ELSIG from WESTPAC MISSO. MISSO contact_____.
7.	_____	_____	Submit "ARR INDIV LOC_____HIST:FIRST UD SUB JURIS_____ARR DISEMB GOVT AIR_____" event entry. (paragraph 6116)
8.	_____	_____	Submit individual/group "STRT DEPLOYED PER DIEM" entries the day after arrival. Advance party personnel should also be included. (paragraph 5053)
9.	_____	<u>NA</u>	Report "PARENT SDPI" individual entries as applicable. (paragraph 6116)
10.	_____	_____	Report BAH and dependent information (DGLC, RED) as individual or group entries as applicable. (paragraphs 5012, 5053, and 5133)

Figure 6-9.--MCTFS Checklist for Unit Deployment to WESTPAC.



# MCTFSPRIM

	<u>COMPL</u>	<u>DATE</u>	<u>ACTION</u>
1.	_____	_____	Contact the WESTPAC MISSO (5 weeks prior to return of unit to CONUS). Provide the MISSO with a list of current user-ID's. MISSO contact_____.
2.	_____	_____	Submit "STOP DEPL PER DIEM" on advance party as a group entry. (paragraph 5052).
3.	_____	_____	Submit event "DSSN with table information" (4 weeks prior to return of unit to CONUS). (paragraphs 6116 and 5054).
4.	_____	_____	Submit event "HIST:ASG OPCON/ADCON_____UDP RET EMB GOVT AIR FR _____ LAST UD SUB JURIS_____". This UD must be prepared in advance, then certified and delivered to the WESTPAC MISSO just prior to departure. (paragraph 6116). Report "STOP DEPL PER DIEM" as individual or group entries. (paragraph 5052).
5.	_____	_____	Contact the CONUS MISSO. Unit TASO verifies that ID's and passwords are active. Receive M-ELSIG from MISSO. MISSO contact_____.
6.	_____	_____	*Submit event "ARR INDIV LOC_____HIST:DEBARK, FIRST UD SUB JURIS _____ ARR DISEMB GOVT AIR_____." (paragraph 6116). Verify that unit user-ID's are loaded and request present passwords.

\*Report ADT, BAH, BAS, DEPN INFO, OVERSEAS CONTROL DATE, and RED as individual or group entries as applicable. ADT may be reported as EVENT #2 with an exclusion entry for advance party personnel.

Figure 6-10 CONT'D--MCTFS Checklist for Unit Deployment Return to CONUS.

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## Chapter 7 LEAVE/GRADE/STATUS/TIME LOST

### REFERENCES:

1. Missing Persons Act (10 U.S.C. 1501-1513 (Hostile Missing)).
2. Payments to Missing Persons (37 U.S.C. 551-558 (Non Hostile Missing)).
3. Department of Defense Financial Management Regulation, Vol 7, Part A, (DoDFMR Vol. 7A).  
<http://www.dtic.mil/comptroller/fmr/>
4. SECNAVINST 1770.3.
5. MCO P1050.3, Requirements for Leave, Liberty and Administrative Absence.
6. MCO 1050.14 Excess Leave Program
7. MCO 1050.16 Appellate Leave Awaiting Punitive Separation
8. MCO P1070.12, Individual Records Administration Manual, (IRAM).
9. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN). ). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
10. MCO 1130.62 Command Recruiting Program
11. MCO P1400.31 Volume 2, Enlisted Promotion Manual
12. MCO P1400.32 Volume 1, Officer Promotion Manual
13. MCO 1770.1 NOE Benefits
14. MCO 1770.2, Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve.
15. MCO P1900.16 Marine Corps Separations Manual
16. MCO P3040.4 Marine Corps Casualty Procedures Manual.
17. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM).
18. MCO 5800.10A Return of USMC Absentees
19. MCO P5800.16, Marine Corps Manual for Legal Administration (LEGADMINMAN).
20. MCO 6320.2 Administration and Processing of Hospitalized Marines
21. DFAS 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM) (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>).
22. DFAS-HQ/FM Memorandum dated 19 February 1997 (Amended Treasury Regulations Section 112, Combat Zone Tax Exclusion).

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## SECTION 1: LEAVE INFORMATION

### 70100. INTRODUCTION.

1. The different categories of this Section are those items that pertain to all types of Leave. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
061 000 TO ADMIN SEP LV ( ) RUC	REG	N	Y
062 000 Fr ADMIN SEP LV ( ) RUC	HQ REG	Y	Y
110 000 TO EXCESS LV LAW ED	HQ REG	Y	Y
111 000 FR EXCESS LV LAW ED	HQ REG	Y	Y
115 020 ON ANN LV TO	HQ REG	Y	Y
115 021 ON EMERG LV TO	HQ REG	Y	Y
115 022 ON SK LV TO	HQ REG	Y	Y
115 023 ON SPL LV TO	HQ REG	Y	Y
115 025 ON ANN LV OS AREA TO	HQ REG	Y	Y
115 026 ON EMERG LV OS AREA TO	HQ REG	Y	Y
115 027 ON SK LV OS AREA TO	HQ REG	Y	Y
115 028 ON SPL LV OS AREA TO	HQ REG	Y	Y
115 030 TO LWAS SEP DATE	HQ REG	N	Y
321 000 CHG LV (01) ONLY	HQ REG	Y	Y
321 001 CHG LV TO ( )	HQ REG	Y	Y
400 000 LV . DAS ADV CAR FWD	HQ REG	N	N
400 001 PD . DAS LSL . SAVED	RES	N	Y
401 000 LSL . DAS	HQ REG RES	N	N
440 000 STRT CLB DUE .0 ED	HQ REG RES	N	N
440 001 STRT CLB DUE .5 ED	HQ REG RES	N	N

### 70101. LEAVE (TTC 115).

Leave is reported for crediting subsistence (enlisted personnel) and updating the automated leave record. The following guidelines apply:

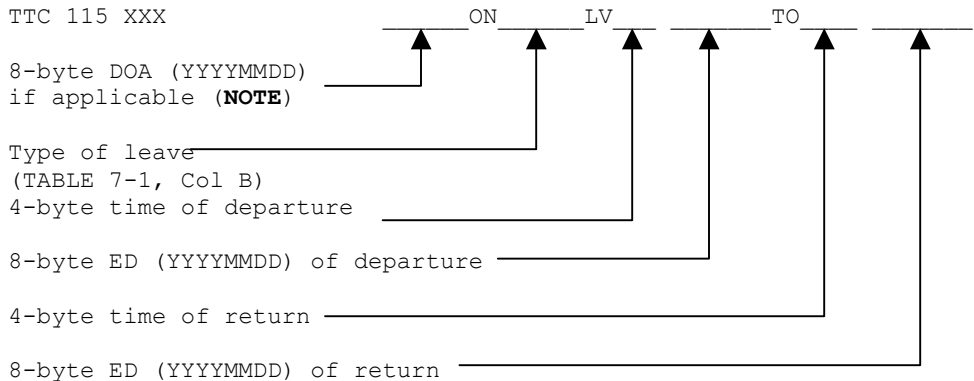
1. Delay enroute and leave taken while enroute to and from or between TAD sites will be reported by the Finance Officer (FO) at the time PCS/TAD orders are processed for payment. It is the CO's responsibility to report unauthorized absences in conjunction with PCS/TAD movements. (See Chapter 6.) Where such absences have been excused, the FO will report an extended period of delay on the basis of a memorandum endorsement to PCS orders issued by the CO, as required by the MCTIM and ACTSMAN. Additional information concerning leave is contained in MCO P1050.3. Information concerning the computation and reporting of elapsed time is contained in the MCTIM and ACTSMAN.

2. Marines may not sign in off leave on Friday, only to start leave on the following Monday. Once leave starts, all calendar days (duty days, non-duty days, holidays, etc.) are charged as leave.

3. If leave is interrupted by hospitalization, terminate the Marine's leave as of 2359 hours on the date prior to the first day of hospitalization. Report leave taken subsequent to the Marine's hospitalization status as a separate period, ensuring that the commencement time of the subsequent leave period is 1 minute past the ending time of the Marine's hospitalization status. For example, a Marine schedules leave from 1600 20000814 through 0600 20000830. During the leave period, the Marine is hospitalized from 1400 20000820 through 1000 20000822. The initial leave period would be reported as 1600 19980814 through 2359 20000819, and the period of leave taken subsequent to hospitalization would be reported as 1001 20000822 through 0600 20000830.

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4. When the Marine dies while on leave, terminate leave at 2359 on the day prior to the date of death. (See MCO P1050.3.)
5. When the Marine fails to report upon termination of an authorized period of leave, the entry to report termination of leave will be reported. On the next UD, the Marine will be reported to the status; for example, Unauthorized Absence (UA), In Hands of Civil Authorities (IHCA), or In Hands of Foreign Authorities (IHFA), as is directed by the applicable paragraphs of this chapter.
6. Upon return from a period of leave the times and dates reported are the time and date the Marine actually departed and the time and date the Marine returned from leave. Report as follows:



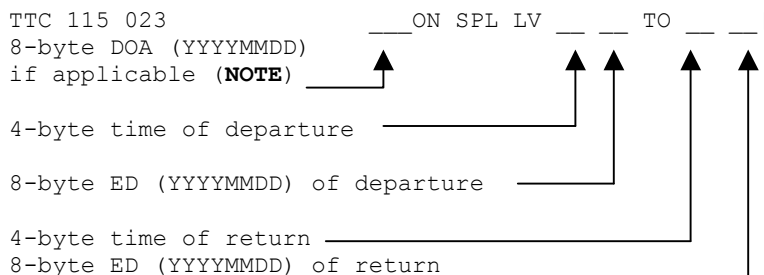
**NOTE:** The action date will be the same as the date the leave was terminated; for **EXAMPLE**, **20001015 ON ANN LV 1630 20001001 TO 0730 20001015**.

7. A period of leave that extends over the date of reenlistment, or the date the first extension of enlistment becomes effective must be reported as two leave periods. The first period of leave must terminate on the date the old term of service expires and must be reported prior to or with the reenlistment or extension statement; otherwise, the leave taken prior to the reenlistment or extension date will not post and update the leave account. The second period of leave must begin on the first day of the new enlistment or first extension. No period of leave may be reported on prior service that has been closed out by a reenlistment or first extension. Prepare a NAVMC 11116 to local FO to account for these periods.

8. If the leave period includes both earned and excess leave, refer to subparagraph 70101.6 below for reporting instructions. If the Marine is assigned to an overseas location and is returning from a period of leave in CONUS, the Marine's itinerary must be shown as a HIST: statement.

70102. SPECIAL LEAVE (TTC 115 023).

1. When a service member is authorized special leave for an extension for an overseas restricted tour, TTC 115/023 is required to be reported to ensure a member's COLA is checked for periods of leave in excess of 30 days.



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**NOTE:** Special leave applies to special incentive leave for extensions of overseas Dependents-restricted tours only. Refer to the APSM.  
70103. EXCESS LEAVE/ADVANCE LEAVE..

1. MCTFS will automatically compute excess leave and make the required pay deductions when an **ON ANN LV** entry is reported. The RU will receive a message on the DFR stating that all or a portion of the reported leave period is excess leave. Upon receipt of the DFR message, the RU must ensure that the leave period is actually excess leave and is not advance leave based on potential leave accrual for an extension of enlistment. Determine if the Marine has agreed to an enlistment extension.

a. If an extension agreement exists, determine if the leave was taken before or after the extension agreement date.

(1) If the leave period was before the extension agreement date, report the period as excess leave as shown in subparagraph 70101.

(2) If the leave period was on or after the extension agreement date, determine if the leave period includes advance leave (up to 30 days), excess leave, or both, after considering the enlistment extension.

b. If no extension exists, and the entire period of leave is excess leave, no further UD action is required.

2. If all or a portion of the leave is **advance leave**, prepare a NAVMC 11116 (Miscellaneous Pay Order/Special Payment Authorization) requesting the finance officer to report the advance leave period. The "OTHER" block of the NAVMC 11116 must contain the "ON LV" statement showing only the dates of the advance leave and the statement "SNM agreed to extend enlistment for XX months on (date of agreement)." The portion of the leave that is determined to be excess leave, if any, must be reported on the UD after the finance officer has reported the advance leave period.

3. If excess leave has been charged and it is not excess after considering potential leave earnings during the term of the extension, prepare a NAVMC 11116 requesting the FO credit pay and allowances for the leave period, and correct the leave balance.

4. Marines who are erroneously charged leave and Marines who are erroneously charged too many days leave must be given credit for the number of days leave erroneously charged. This will be done by reporting either a DELETE/ADD statement or a DELETE AS ERR statement, whichever is appropriate. The following information and TABLE 7-1, are pertinent to the DELETE/ADD and DELETE AS ERR statements:

a. Leave dates that precede the leave account begin date may not be corrected by UD statement and will not post to the MMPA. In these instances, the cognizant FO should be notified. The leave account begin date is the date of enlistment, induction, commissioning, assignment to AD, reenlistment, or ED of first extension of current enlistment. Leave taken prior to leave account begin date and not reported will require a checkage to a Marine's MMPA if unused leave was settled by cash. Conversely, leave erroneously charged will cause a credit to a Marine's MMPA. The same situations will require a credit or debit to the Marine's leave account if the unused leave was carried forward.

b. Leave statements reported within 13 months of the beginning date of the leave will update the MMPA and leave account. Leave statements corrected within 13 months after being erroneously reported by UD statement will update the MMPA and the leave account.

c. Leave statements reported on the UD beyond 13 months from the beginning date of the leave period will not update MCTFS. Contact the FO for record correction.


d. When a Marine stationed in an overseas area returns from emergency leave in CONUS, the RU will ensure that the appropriate entries are reported to credit TAD rations for periods of transportation in conjunction with the emergency leave.


# MCTFSPRIM

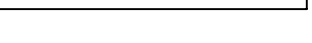
## 70104. LEAVE WHILE AWAITING SEPARATION (LWAS) (TTC 115 030)

When leave while awaiting separation or retirement has been granted by the commander per MCO P1050.3. If the Marine is on leave at the time of separation and does not return to be separated, leave will be charged up to and including the last day of AD. Should the member go into an excess leave status, all pay and allowances will stop. Report the following:

TTC 115 030 TO LWAS \_\_\_\_\_ |

4-byte time leave begins (HHMM) 


8-byte ED (YYYYMMDD) leave begins \_\_\_\_\_ 

8-byte ED (YYYYMMDD) separation \_\_\_\_\_ 

## 70105. CHARGED LEAVE DUE TO EXCUSED UA (TTC 321).

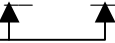
When UA has been reported and the UA is later excused by competent authority, determine the days to be counted as leave. Consider both the day of departure and the day of return as a day of leave, regardless of time. The leave may be reported in periods of one day only or two days or more. Report as follows:

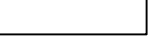
TTC 321 000 CHG LV (01) ONLY |

8-byte date \_\_\_\_\_ 

or

TTC 321 001 CHG LV TO ( ) |

8-byte FR TO dates \_\_\_\_\_ 

3-byte number of days \_\_\_\_\_ 

## 70106. ADVANCE LEAVE BALANCE (TTC 400).

1. If a Marine has an Advance Leave Balance upon discharge for immediate reenlistment (per Chapter 3, Section 3 REENLISTMENTS), or upon execution of an extension to the current enlistment or upon change from enlisted to officer status, the Marine must choose one of the following options:


a. Elect to have the Advance Leave Balance charged as Excess Leave, plus the required leave nonaccrual.

b. Elect to have the entire Advance Leave Balance carried forward.


c. Elect to carry part of the Advance Leave Balance forward, with the remainder to be charged as excess leave, plus the required leave nonaccrual.

2. Report as follows:

TTC 400 000 \_\_\_\_\_ LV \_\_\_\_\_ . \_\_\_\_\_ DAS ADV CAR FWD

DOA YYYYMMDD \_\_\_\_\_ 

(NOTE 1)

Number of days \_\_\_\_\_ 

(NOTE 2)

**NOTE 1: Action Date must** be the day before the reenlistment and must be reported on the first UD submitted after the UD that reported the reenlistment.



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**NOTE 2:** Complete the statement by entering the number of days of advance leave carried forward. Number of days is shown as 15.0 for 15 days; 06.5 for 6 1/2 days; 02.0 for 2 days; 00.5 for 1/2 day. Note that for 9 days or less, the number is preceded with a zero; also, the manner to indicate 1/2 day by the use of '00.5'.

70107. LUMP SUM LEAVE (LSL) (TTC 400).

1. The limitation of 60 days entitlement to unused leave settlement during a military career requires that certain record keeping tasks be performed. Refer to APSM and the DoDFMR, Vol 7A. The LSL record for Marines reenlisting with broken service and former members of the Army, Navy, Air Force, and Coast Guard enlisting in the Marine Corps will be established by the DFAS-KCC (CPJ21) after the unit has submitted a request to obtain LSL verification.

a. The LSL record will be printed on the LES:

- (1) When the record is established.
- (2) On the annual LES.
- (3) Monthly, commencing 4 months prior to a Marine's ECC.
- (4) On the separation/discharge LES.
- (5) When an adjustment is made to the MCTFS record.

b. The CO is responsible for the correctness of the LSL record, and will use the following statement to correct erroneous records:

TTC 401 000                      LSL                      DAS |

8-byte ED (YYYYMMDD)                      ↑                      ↑

LSL last settled                      ————                      ————

3-byte cumulative number of                      ↑

days settled to the half day;                      ————

for example, 38.0, 27.5, 00.5

c. Reservists receiving pay and allowances while in a disability pay status do not accrue leave and are not entitled to LSL beyond the ending date of the AD orders.

d. LSL paid for Reservists ordered to AD (other than for training) in support of Operation Desert Shield/Storm or other contingency operations is not included in the cumulative total Career LSL.

2. Reserve Marines ordered to AD for 31 days or longer are transferred to AD within MCTFS. When a transaction correcting the career LSL record for a Reserve Marine is reported in MCTFS, the Marine's Reserve unit is advised on the advisory report. If the ED of the transaction is on or after the career LSL record action date, the MCTFS record will be changed. If the ED of the transaction is prior to the LSL record action date, the MCTFS record will not be changed. In either case, the RU will verify the Marine's career LSL and confirm the change with the CO, if necessary.

3. Reservists who perform 30 or more consecutive days of AD are entitled to settlement for LSL, provided they have not already been paid 60 days LSL during their career. To qualify for leave accrual and LSL settlement, the AD period may be a single continuous period or may consist of multiple consecutive AD periods which equal or exceed 30 days. Usually, the AD was paid through the Reserve pay account and the Marine was not transferred to AD within MCTFS. The Reserve unit must compute the number of days of leave earned but not used. The Reserve unit will process the below entry, which will make a monetary credit to the member's account and update the career LSL record. Refer to table 35-1 of the DoDFMR, Vol. 7A, to determine the reservist's entitlement to LSL. Report as follows:

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TTC 400 001 PD . DAS LSL 00.0 SAVED|

8-byte ED (YYYYMMDD)  
AD completed

3-byte number of days LSL  
to nearest half day

a. Reserve Marines ordered to AD for a continuous period of 31 days or longer are transferred to AD within MCTFS. LSL settlement for these Marines is reported and paid to a Reserve Marine through MCTFS. Reserve RU's will monitor the Visual Inquiry System (VIS) and the LES to ensure that the career LSL settlement record is updated properly.

b. When an LSL settlement paid through MCTFS causes the Marine's career LSL record to exceed 60 days, (except as the result of a contingency operation) the unit and the DFAS-KC/FSJV, will be advised on the advisory report and will do the following:

(1) The DFAS, will determine the amount the Marine was overpaid and comply with the liquidation of indebtedness procedures published in MCO P7220.42.

(2) If the LSL record is in error, the units will inform the DFAS-KC/FSJV, of the correct career LSL total by message, and report the correct career LSL using the appropriate UD statement provided above.

(3) If the LSL record is correct, the unit will not report a UD statement reducing the LSL record to 60 days until a notification of indebtedness is received from the DFAS-KC/FSJV.

(4) If a notification of indebtedness is not received within 90 days after the advisory, the unit will submit a tracer to the DFAS-KC/FSJV.

70108. CAREER LUMP SUM LEAVE (LSL) (TTC 401).

1. Reserve Marines ordered to AD for 31 days or longer are transferred to AD within MCTFS. When a transaction correcting the career LSL record for a Reserve Marine is reported in MCTFS, the Marine's Reserve unit is advised on the advisory report. If the ED of the transaction is on or after the career LSL record action date, the MCTFS record will be changed. If the ED of the transaction is prior to the LSL record action date, the MCTFS record will not be changed. In either case, the RU will verify the Marine's career LSL and confirm the change with the CO, if necessary.

2. LSL Settlement. Reservists who perform 30 or more consecutive days of AD are entitled to settlement for LSL, provided they have not already been paid 60 days LSL during their career. To qualify for leave accrual and LSL settlement, the AD period may be a single continuous period or may consist of multiple consecutive AD periods which equal or exceed 30 days. Refer to table 35-1 of the DoDFMR, Vol. 7A, to determine the reservist's entitlement to LSL.

3. Reserve Marines ordered to AD for a continuous period of 31 days or longer are transferred to AD within MCTFS. LSL settlement for these Marines is reported and paid to a Reserve Marine through MCTFS. Reserve RU's will monitor the Visual Inquiry System (VIS) and the LES to ensure that the career LSL settlement record is updated properly.

4. When an LSL settlement paid through MCTFS causes the Marine's career LSL record to exceed 60 days, (except as the result of a contingency operation) the unit and the DFAS-KC/FSJV, will be advised on the advisory report and will do the following:

a. The DFAS, will determine the amount the Marine was overpaid and comply with the liquidation of indebtedness procedures published in MCO P7220.42.

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- b. All RU's will audit the Marine's career LSL record.

(1) If the LSL record is in error, the units will inform the DFAS-KC/FSJV, of the correct career LSL total by message, and report the correct career LSL using the appropriate UD statement provided in paragraph 70101.

(2) If the LSL record is correct, the unit will not report a UD statement reducing the LSL record to 60 days until a notification of indebtedness is received from the DFAS-KC/FSJV.

(3) If a notification of indebtedness is not received within 90 days after the advisory, the unit will submit a tracer to the DFAS-KC/FSJV.

5. The CO is responsible for the correctness of the LSL record, and will use the following statement to correct erroneous records:

```
TTC 401 000          LSL      .  DAS|
```

8-byte ED (YYYYMMDD)

LSL last settled

3-byte cumulative number of  
days settled to the half day;  
for example, 38.0, 27.5, 00.5

70109. COMBAT LEAVE (TTC 440).

1. Combat leave (CL) is regular leave earned for service in a designated combat zone tax exclusion (CZTE) area or hospitalized as a result of wounds, disease, or injury incurred while serving in a CZTE area. Effective January 1, 1996, any regular leave, taken or paid while serving in a designated combat zone or after leaving a combat zone will be first charged to a member's combat leave balance until it is exhausted, using the combat leave rule: **First Leave Used is Combat Leave.** The maximum number of days that may be earned for any month is 2.5 days. If a member currently has a Combat Leave Balance (CLB) for combat leave earned prior to January 1, 1996, any leave taken or paid in 1996 or future years is to be applied to a member's combat leave balance until it is exhausted. When annual leave is reported or LSL is paid and the member has a CLB, the MCTFS will automatically reduce a member's CLB until it is reduced to zero.

2. The CLB is displayed monthly in block 27 of the LES and a history is maintained on the Combat Leave 988 Remark. The CLB is maintained separately in the MCTFS to identify the number of days a service member may be entitled to a reduction in monthly taxable income for leave taken or LSL paid after leaving a CZTE area or hospitalized as a result of wounds, disease or injury incurred while serving in a CZTE area. **First Leave Used is Combat Leave.** A service member's pay grade (enlisted, warrant officer or commissioned officer) and location are two factors considered when determining if wage/tax exclusion provisions apply. (refer to Chapter 8).

3. When a member's CLB is incorrect, compute the correct leave balance and report the following UD entry:

a. Use the following statement to correct a Marine's CLB when the number of days leave ends in zero (i.e., 10.0, 45.0 and 60.0.)

TTC 440 000 STRT CLB DUE .0 ED .|

3-byte numeric CBT LV BAL

8-byte ED (YYYYMMDD)

b. Use the following statement to correct a Marine's CLB when the number of days **leave ends in .5** (i.e., 10.5, 45.5 and 60.5).

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TTC 440 001                      STRT CLB DUE\_\_\_\_.5 ED\_\_\_\_|  
 3-byte numeric CBT LV BAL                      ↑                      ↑  
 8-byte ED (YYYYMMDD)                      \_\_\_\_\_

**NOTE:** The 8-byte ED is the last day of the preceding month. For example, if the current date equals 20001220 the ED would be 20001130.

c. If the member's combat leave was earned before the MCTFS's automated process was implemented, manual intervention by the FO is required. Prepare a NAVMC 11116 and provide a copy of the combat leave worksheet to the FO. The NAVMC 11116 must contain the member's adjusted CLB, UD number, and date the CLB transaction was reported.

d. File the original Combat Leave Worksheet in the Marine's OQR/SRB.

70110. EXCESS LEAVE PROGRAM (ELP) (LAW).

1. MCO P5800.16, Chapter 19, contains information, guidance and instructions for the administration of the ELP(L). Marines assigned duty in the ELP(L) are in an AD nonpay status and the Marine's MMPA is placed in an excess leave status to suspend pay and allowances.

a. Report the following entry when a Marine is initially assigned to the ELP(L). The ED of assignment will be after the Marine reports to the permanent duty station to which assigned during the program, but not later than 0800 on the day before the first scheduled law school class. After the join has been posted in MCTFS, report the following entry:

TTC 110 000                      TO EXCESS LV LAW ED\_\_\_\_\_|  
 8-byte ED (YYYYMMDD)                      \_\_\_\_\_ ↑

b. Report the following entry when the Marine completes the program, performs duties during law school summer vacation, or is terminated from the program:

TTC 111 000                      FR EXCESS LV LAW ED\_\_\_\_\_|  
 8-byte ED (YYYYMMDD) the excess                      ↑  
 leave status is fully terminated \_\_\_\_\_

2. Questions regarding excess leave law should be directed to DFAS-KCC (FCMS) at commercial (816) 926-7859 DSN 465-7859.

70111. ADMINISTRATIVE SEPARATION LEAVE (TTC 061/062).

Upon commencement of a period of authorized leave granted a Marine awaiting an administrative discharge, report the TO ADMIN SEP LV statement shown below. Include the number of days accrued leave, computed to the day the Marine departs on leave, as part of the entry. This is a 2-byte entry and all half days of credit will be **rounded up** to the next whole number. If the Marine is in an advance leave status, report (00).

TTC 061 000                      TO ADMIN SEP LV\_\_\_\_RUC\_\_\_\_|  
 2-byte number of days accrued                      ↑                      ↑  
 leave or 00 as appropriate \_\_\_\_\_  
 5-byte (Present) RUC \_\_\_\_\_

2. RU's must ensure that all reportable data concerning the Marine is reported on the UD prior to reporting the Marine to administrative separation leave. The RU must contact the cognizant FO and ascertain which pay-related entries must be reported on the UD prior to reporting the TO ADMIN SEP LV entry.

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3. Computer processing of the TO ADMIN SEP LV (\_\_) entry will automatically generate a strength category of 'M', and suspend pay and allowances upon the expiration of accrued leave. When the Marine is in an advanced leave status, pay and allowances will be suspended effective the first day of leave.

4. After the TO ADMIN SEP LV (\_\_) entry has been processed, only the following items may be reported by UD to update the Marine's MMPA.

a. A RU joining a Marine who is in an administrative separation leave status must report the join with the statement JOIN MCC\_\_ADMIN SEP LV. Normally, this will occur only when accountability changes while the Marine is on administrative separation leave. Computer processing of the JOIN MCC\_\_ADMIN SEP LV entry will automatically generate a change of RUC and MCC for the Marine concerned. The RU that is transferring the Marine must not report a transfer entry on the UD as the transfer entry would be rejected by the computer.

b. The statement FR ADMIN SEP LV will be reported to terminate a Marine's administrative separation leave. Normally, this would occur only when additional proceedings necessary for the execution of the discharge require the Marine's return to duty. The action date to be used is the date of return to the duty station. Report as follows:

TTC 062 000 FR ADMIN SEP LV RUC\_\_|

5-BYTE RUC\_\_\_\_\_↑

c. When a Marine is ordered released from AD while in an administrative separation leave status, report the appropriate separation statement. Do not report the FR ADMIN SEP LV statement to terminate the Marine's administrative separation leave status.

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TABLE 7-1--REPORTING LEAVE RULES.

R U L E	A	B	C	D
	If the leave involves	and the type of leave is	then report the following statement with an action date, if applicable, and the time and date the Marine departed on leave, and the time and date the Marine returned from leave	TTC
1	departure from and travel within CONUS	annual	ON ANN LV ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 020
2		emergency	ON EMERG LV ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )   (See subparagraph 70101 for special instructions concerning emergency leave from an overseas command to CONUS.)	115 021
3		sick (NOTE 1)	ON SK LV ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 022
4		Excess (par 70103)	ON ANN LV ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 020
5	departure to leave from an overseas duty station and the leave is taken in an overseas area	annual	ON ANN LV OS AREA ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 025
6		emergency	ON EMERG LV OS AREA ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 026
7		sick	ON SK LV OS AREA ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 027
8		special (NOTE 2)	ON SPL LV OS AREA ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 028
9		excess (par 70103)	ON ANN LV OS AREA ( <u>time</u> ) ( <u>date</u> ) TO ( <u>time</u> ) ( <u>date</u> )	115 025

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TABLE 7-1 CONTINUED--RULES FOR REPORTING LEAVE.

R U L E	A	B	C	D
	If the leave involves	and the type of leave is	then report the following statement with an action date, if applicable, and the time and date the Marine departed on leave, and the time and date the Marine returned from leave	TTC
10	departed from an overseas duty station and the leave is taken in a CONUS area	SPECIAL	ON SPL LV (Time) (Date) to (Time) (Date)	115 023
11	departure to appellate leave (par 70505)		TO APL LV ( ) RUC( )   (NOTE 3)	061 001
12	departure to administrative separation leave		TO ADMIN SEP LV ( ) RUC( )	061 000
13	departure to separation (terminal) leave		TO LWAS (time) (date lv strts) (sep date)	115 030

**NOTE 1:** Because of pay status considerations; for example, COMRATS, BAS, ensure that an FR SK entry is reported prior to an ON SK LV entry.

**NOTE 2:** Special leave applies to special incentive leave for extensions of overseas dependents-restricted tours only. Refer to MCO P7220.42.

**NOTE 3:** A credit for leave rations will be generated for the remaining number of days of annual leave available.

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TABLE 7-2--CORRECTING LEAVE PERIODS.

R U L E	A	B	C	D	E	F	G	H	I
	If a period of leave was	and is within leave account begin date	and is not within current leave account begin date	and is within current 13 months	and is beyond current 13 months	report delete add UD state-ment	report delete as erroneous UD state-ment	report leave as UD state-ment	request leave correction by the FO ( <b>NOTE 1</b> )
1	not reported and charged to the leave account	X		X				X	
		X			X				X
			X						X
2	reported and charged to the leave account and should not have been	X		X			X		
		X			X				X
			X						X
3	reported and charged to the LV account and the dates are incorrect	X		X		X			
		X			X See <b>NOTE 2</b>				X

**NOTE 1:** FO must manually adjust monetary amounts in MMPA.

**NOTE 2:** Delete/Add will not work if the date of departure for the add is different from the original date of departure.



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## SECTION 2: SICK/MISSING STATUS

### 70200. INTRODUCTION.

1. This Section pertains to Sick Status or (Lawyer Program) Excess Leave Status. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
104 000 TO SK WIA HOSP	HQ REG	Y	Y
104 001 TO SK ILL HOSP	HQ REG	Y	Y
104 002 TO SK ILL OTHER	HQ REG	Y	Y
104 003 TO SK ILL QTRS	HQ REG	Y	Y
104 004 TO SK INJ DISP	HQ REG	Y	Y
104 005 TO SK INJ HOSP	HQ REG	Y	Y
104 006 TO SK INJ OTHER	HQ REG	Y	Y
104 007 TO SK INJ QTRS	HQ REG	Y	Y
104 008 TO SK WIA DISP	HQ REG	Y	Y
104 009 TO SK WIA OTHER	HQ REG	Y	Y
104 010 TO SK WIA HOSP	HQ REG	Y	Y
104 011 TO SK ILL DISP	HQ REG	Y	Y
104 012 TO SK INJ DRUG REHAB HOSP	HQ REG	Y	Y
104 013 TO SK ILL DRUG REHAB HOSP	HQ REG	Y	Y
104 014 TO SK INJ ALCOH REHAB HOSP	HQ REG	Y	Y
104 015 TO SK ILL ALCOH REHAB HOSP	HQ REG	Y	Y
104 016 TO SK ILL FIELD HOSP	HQ REG	Y	Y
104 017 TO SK INJ FIELD HOSP	HQ REG	Y	Y
104 018 TO SK WIA FIELD HOSP	HQ REG	Y	Y
105 000 FR SK	HQ REG	Y	Y
220 000 MIA SINCE	HQ	N	N
221 000 RET FR MIA	HQ	N	N
223 000 MIS SINCE	HQ REG RES	Y	Y
224 000 RET FR MIS	HQ REG RES	Y	Y
225 000 CPTR SINCE	HQ REG	Y	Y
226 000 RET FR CPTR	HQ REG	Y	Y
227 000 ITD SINCE	HQ REG	Y	Y
228 000 RET FR ITD	HQ REG	Y	Y
229 000 DETND SINCE	HQ REG	Y	Y
230 000 RET FR DETND	HQ REG	Y	Y

### 70201. COMBAT CASUALTIES - SICK STATUS (TTC 104/105).

1. Information concerning combat casualties must be reported by UD. This paragraph contains instructions for reporting **hospitalization as a result of wounds received** while serving in a combat committed unit. Refer to paragraph 70202 for instructions to report injury or illness incurred while serving in a unit that is not combat committed.

2. Wounds that **do not** result in hospitalization, incapacity in excess of 24 hours, or a line of duty investigation will be reported with a HIST: statement.

3. In addition to reporting the Marine's status of sick, other reporting may be required as follows:

a. If the Marine was not previously entitled to hostile fire pay, he may become entitled as a result of the wound or hospitalization.

b. If the wound or hospitalization affects entitlement to incentive pay for hazardous duty, report the appropriate.

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c. If hospitalization involves a change in the location of the Marine, report the correct individual location.

4. A UD entry reporting hospitalization as a result of wounds causes the automatic assignment of strength category 'T' to the CMF for the Marine. Use the appropriate statement shown below to report commencement of sick status as a result of being wounded in action:

70202. SICK STATUS - INJURY, ILLNESS, HOSPITALIZATION, OR REHABILITATION (TTC 105)

1. The following occurrences must be reported as an action statement, except when the Marine has been reported to confinement; then the to and from sick entries will be reported as a history statement. If the Marine is released from confinement while still hospitalized, the occurrence will then be reported as an action statement using the date of release from confinement as the date of the occurrence.

a. All periods of hospitalization including sick in quarters or dispensary. Personnel are considered sick in quarters if they are sick and have been **directed by medical authorities** to remain in quarters.

b. Transfer from one hospital to another.

c. Injury or illness (other than wounds) incurred while serving in a combat committed unit. Wounds received in combat are reported per paragraph 70501.

d. Hospitalization of a reservist as a result of injury received while performing AD for training or temporary AD 30 days or less. Additional administrative requirements are in SECNAVINST 1770.3.

2. In addition to reporting the Marine's status of sick the following related items will be reported as required.

a. Strength category (see Chapter 6 Section 6) will be reported when the Marine is:

(1) Hospitalized as a result of injury or illness incurred while serving in a combat committed unit. (No change if not hospitalized and not evacuated.)

(2) Hospitalized (other than combat committed unit) in 31 days or more and the Marine remains in the same monitored command. Report the change of strength category on the 31st day of hospitalization.

b. If the Marine is in a **combat committed unit** and was not previously entitled to hostile fire pay, he may become eligible as a result of the injury or hospitalization.

c. If the Marine is in a **combat committed unit** and the injury or hospitalization affects entitlement to incentive pay for hazardous duty, report the appropriate statement. Refer to DoDFMR, Vol. 7A, concerning entitlement

d. If hospitalization is due to intemperate use of alcohol or drugs, the Marine's entitlement to pay and allowances may be affected. Alcohol/drug rehabilitation when carried out at a hospital where the Marine becomes an inpatient should be considered hospitalization. Such Marines are required to pay for their rations during hospitalization.

e. A change of location may result from hospitalization.

f. If the Marine is TAD 31 days or more and the TAD unit commander starts COMRATS/BAS, then the subsistence must be started again upon reporting FR SK.

g. If a reservist is authorized a Notice of Eligibility.

3. When a Marine is reported TO SK, computer processing of that entry will automatically stop the entitlement to COMRATS/BAS and will start hospital rations. There is no requirement to report either a "START" or "STOP" COMRATS/BAS in this case. However, a Marine admitted to a hospital must pay for all meals (hospital rations) provided while in the hospital.

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## 4. Table 7-4 contains the statements to be used to report the Marine to sick.

TTC 105 000                      TO SK \_\_\_\_\_ |  
 4-byte time                      ↑

5. Upon return to duty, report the statement shown below. Duty status will be reported (Chapter 4 Section 4) **only if it is other than full duty**. Ensure that all information that has changed is reported; for example, strength category, HFP entitlement, incentive pay entitlement, individual location, or billet MOS.

TTC 105 000                      FR SK \_\_\_\_\_ |  
 4-byte time                      ↑

**NOTE:** Report all available details in a history statement.

6. Computer processing of the "FR SK" entry will automatically stop entitlement to hospital rations. COMRATS/BAS will automatically restart if there was an entitlement at the start of the hospitalization period, with the exception of Marines who were in a TAD EXCESS status prior to the hospitalization. In that instance, the TAD unit commander restarts the entitlement to COMRATS/BAS after reporting "FR SK." Marines admitted to a Veterans Administration or civilian hospital must have their hospital rations checked. The CO must prepare a DD 139 (Pay Adjustment Authorization) ensuring the amount to be checked is annotated (refer to the current MCBul 10110 for the proper amount to be deducted) and forward it directly to DFAS-KC, Directorate for Military Pay, Support Services Division, Input Control and Payroll Reconciliation Section (FCRAI), Kansas City, MO 64197-00001.

70203. SICK-MISCONDUCT (TTC 394/395/396).

1. The conditions when pay is forfeited for absence due to disease are contained in 10315, DoDFMR, Vol. 7A. The day of admission to the sick list is a day of absence and day of discharge from the sick list is a day of duty when computing the period of absence on account of misconduct.

2. Sick-Misconduct will not be reported on the UD until a reviewing officer exercising General Court Martial jurisdiction has approved a finding of misconduct not in the line of duty in a JAG Manual investigation. Once approved, (misconduct was due to a disease caused by and immediately following the intemperate use of alcoholic beverage or habit-forming drugs) report the statement. Whether pay is forfeited or not, ensure that time lost is reported as required by Section 4 of this chapter.

TTC 394 000                      STRT SICK MC \_\_\_\_\_ | HIST:AUTH \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) status                      ↑  
 commences for forfeiture of pay                      ↑  
 Show the authority                      \_\_\_\_\_

3. When the Marine is found fit for duty by medical authorities, to start entitlement to pay if the ECC has not expired, report as follows:

TTC 395 000                      STOP SICK MC \_\_\_\_\_ | HIST:AUTH \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) status                      ↑  
 terminates forfeiture of pay                      ↑  
 Show the authority                      \_\_\_\_\_

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4. When approval of the findings are received after the sick-misconduct period has terminated, report as follows:

TTC 396 000      CHEK SICK MC \_\_\_\_\_ TO \_\_\_\_\_ | HIST:AUTH \_\_\_\_\_ |

8-byte ED (YYYYMMDD) inclusive  
of checkage for forfeiture of pay

Show the authority \_\_\_\_\_

5. In the case of a hospitalized Marine pending a Misconduct determination who is released from the hospital prior to the receipt of the misconduct determination, report time lost on the UD at the time the final determination of misconduct is received from the officer exercising general court-martial JURIS. See Section 4 of this chapter for the lost reporting.

70204. MISSING STATUS (TTC 220/223/224/225/226/227/228/229/230).

1. Missing status refers to the status of a member of a uniformed service who is officially carried or determined to be absent in a status of Missing. Missing persons become "not-chargeable" from the date of disappearance. Combat committed units will transfer persons carried in the above categories to the Missing and Captured Unit, HQMC, when directed by the CMC (MH). A person declared missing is further explained in MCO P3040.4. Care will be exercised to ensure that personnel voluntarily absent are not reported under the below categories. Report as follows:

a. Missing. **This entry is reportable by CMC only:**

TTC 223 000      MIS SINCE \_\_\_\_\_ | HIST: \_\_\_\_\_ |

4-byte time \_\_\_\_\_

Location and narrative to provide  
details and circumstances \_\_\_\_\_

**NOTE: Do not report a UD entry unless directed by the CMC (MRC).** Missing status will not be reported when the casualty is Duty Status - Whereabouts Unknown (DUSTWUN). This status is a transitory casualty status that is used when the commander suspects the member may be a casualty, but whose absence is involuntary, not known to be UA, but the commander does not feel sufficient evidence currently exists to make a definite determination of "deceased", or a recommendation that the member be declared missing. Refer to Chapter 5, MCO P3040.4, Marine Corps Casualty Procedures Manual, for further guidance.

b. Missing in Action. **This entry is reportable by CMC only.**

TTC 220 000      \_\_\_\_\_ MIA SINCE \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_

4-byte TIME \_\_\_\_\_

c. Interned.

TTC 227 000      ITD SINCE \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)

4-byte time \_\_\_\_\_

Location and narrative to provide  
details and circumstances \_\_\_\_\_

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## d. Captured.

TTC 225 000                      CPTR SINCE \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)  
 4-byte time                      \_\_\_\_\_ ↑  
 Location and narrative to provide  
 details and circumstances                      \_\_\_\_\_ ↑

## d. Detained.

TTC 229 000                      DETND SINCE \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)  
 4-byte time                      \_\_\_\_\_ ↑  
 Location and narrative to provide  
 details and circumstances                      \_\_\_\_\_ ↑

## c. Returned from Missing Status

TTC 221 000                      \_\_\_\_\_ RET FR MIA \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)  
 TTC 224 000                      \_\_\_\_\_ RET FR MIS \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)  
 TTC 226 000                      \_\_\_\_\_ RET FR CPTR \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)  
 TTC 228 000                      \_\_\_\_\_ RET FR ITD \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)  
 TTC 230 000                      \_\_\_\_\_ RET FR DETND \_\_\_\_\_ | HIST: \_\_\_\_\_ | (ACTIVE ONLY)  
 8-byte ED (YYYYMMDD)                      \_\_\_\_\_ ↑  
 4-byte time of return                      \_\_\_\_\_ ↑  
 Narrative to provide details of circumstances                      \_\_\_\_\_ ↑

**NOTE:** Report Duty Status, Strength Category, and Billet MOS per Chapter 4 Section 4; Chapter 6 Section 6; and Chapter 5, Section 9.

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TABLE 7-3--REPORTING A MARINE TO SICK.

R U L E	A	B	C	D
	If the Marine is sick due to	and disposition is	then report	TTC
1	illness	hospital	TO SK____ILL____HOSP	104 000
2		other	TO SK____ILL____OTHER	104 001
3		quarters	TO SK____ILL____QTRS	104 002
4		dispensary	TO SK____ILL____DISP	104 011
5		field hospital	TO SK____ILL____FIELD HOSP	104 016
6		alcohol REHAB	TO SK____ILL____ALCOH REHAB HOSP	104 015
18		drug REHAB	TO SK____ILL____DRUG REHAB HOSP	104 013
7	injury	dispensary	TO SK____INJ____DISP	104 003
8		hospital	TO SK____INJ____HOSP	104 004
9		other	TO SK____INJ____OTHER	104 005
10		quarters	TO SK____INJ____QTRS	104 006
11		field hospital	TO SK____INJ____FIELD HOSP	104 017
12		alcohol REHAB	TO SK____INJ____ALCOH REHAB HOSP	104 014
19		drug REHAB	TO SK____INJ____DRUG REHAB HOSP	104 012
13	wounded in action	dispensary	TO SK____WIA____DISP	104 007

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TABLE 7-3 CONTINUED--STATEMENTS TO BE USED WHEN REPORTING A MARINE TO SICK.

R U L E	A	B	C	D
	If the Marine is sick due to	and disposition is	then report	TTC
14	wounded in action	hospital	TO SK ____ WIA ____ HOSP	104 008
15		other	TO SK ____ WIA ____ OTHER	104 009
16		quarters	TO SK ____ WIA ____ QTRS	104 010
17		field hospital	TO SK ____ WIA ____ FIELD HOSP	104 018

4-byte time

8-byte ED (YYYYMMDD)  
hospitalization commenced or  
illness/injury occurred

**NOTE:** Report all available details in a history statement.

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## SECTION 3: MISCONDUCT

### 70300. INTRODUCTION.

1. This section pertains to Status due to Misconduct, such as To and From Parole, To and From Unauthorized Absence, In Hands of Civilian Authority, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
075 000 TO PAROLE __	HQ REG	N	Y
076 000 FR PAROLE __	HQ	N	Y
279 000 TO UA __	HQ REG RES	Y	Y
279 001 TO UA __FR UA __	HQ REG RES	Y	Y
280 000 FR UA __TO UA __	HQ REG RES	Y	Y
280 001 FR UA __TO UA __ABS EXCUSED	HQ REG RES	Y	Y
280 002 PREV RPT FR UA __TO UA __	HQ REG RES	Y	Y
281 000 IHCA SINCE __ED __	HQ REG RES	Y	Y
281 001 IHCA SINCE __ED __WHILE UA	HQ REG RES	Y	Y
282 001 RET FR IHCA __ED __ABS EXCUSED	HQ REG RES	Y	Y
282 002 RET FR IHCA __ED __ABS NOT EXCUSED	HQ REG RES	Y	Y
291 000 IHFA SINCE __ED __	HQ REG RES	Y	Y
291 001 IHFA SINCE __ED __WHILE UA	HQ REG RES	Y	Y
292 000 RET FR IHFA __ED __ABS EXCUSED	HQ REG RES	Y	Y
292 001 RET FR IHFA __ED __ABS NOT EXCUSED	HQ REG RES	Y	Y
300 000 IHFA __TO __ABS EXCUSED	HQ REG RES	N	N
300 001 IHFA WHILE UA __TO __ABS EXCUSED	HQ REG RES	N	N
314 000 IHCA __TO __ABS EXCUSED	HQ REG RES	N	N
314 001 IHCA WHILE UA __TO __ABS EXCUSED	HQ REG RES	N	N
355 000 FRDENL ESTAB ED __	HQ REG RES	N	Y
356 000 FRDENL WAIVED	HQ REG RES	N	N
381 000 DROP DCLDES AS OF __ED __	HQ REG	N	N
391 000 STAT HT __WT __HAIR __EYES __	HQ REG	N	N
394 000 STRT SICK MC __	HQ REG	Y	Y
395 000 STOP SICK MC __	HQ REG	Y	Y
396 000 CHEK SICK MC __TO __	HQ REG RES	Y	Y

### 70301. UNAUTHORIZED ABSENCE (UA) (TTC 279/280)

1. All periods of UA shall be reported on the UD.

a. Absence resulting from failure to report as directed in official orders (chapter 3).

b. Absence resulting in declaration of desertion (see chapter 4).

c. UA as defined in UCMJ, Articles 86 and 87 which commences while the Marine is a member of a unit is reported per this paragraph.

2. Use the follow statements to report periods of UA:



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## a. Upon commencement:

TTC 279 000            TO UA \_\_\_\_\_ | HIST: \_\_\_\_\_ |  
 4-byte time UA commenced            ↑            ↑  
 Details for history or other purposes            ↑

## b. Upon termination:

TTC 280 000            FR UA \_\_\_\_\_ TO UA \_\_\_\_\_ | HIST: \_\_\_\_\_ |  
 4-byte time UA terminated            ↑            ↑            ↑            ↑  
 8-byte ED (YYYYMMDD) UA terminated            ↑  
 8-byte ED (YYYYMMDD) UA commenced            ↑  
 Details for history or other purposes            ↑

## COMPUTER GENERATED ADVISORY MESSAGE:

**MBR UA SINCE XXXX XXXX. MBR UA 45 DAYS OR MORE. NO DROP DCLDES/FR UA OR DELETION POSTED. VER AND RPT AS APROP.** This message usually indicates that the RU is delinquent in reporting, or is experiencing problems in getting its entries to post. Action should be taken immediately to correct this problem. Contact with the MISSO may be necessary if the RU experiences difficulty in correcting the problem.

## c. When the period of absence is less than 24 consecutive hours within the same day, report as follows:

TTC 279 001            \_\_\_\_\_ TO UA \_\_\_\_\_ FR UA \_\_\_\_\_ | HIST: \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) UA commenced            ↑            ↑            ↑            ↑  
 4-byte time UA commenced            ↑  
 4-byte time UA terminated            ↑  
 Details for history and other purposes            ↑

## d. The DEL AS ERR entry will be used to delete the above entry when it has been erroneously reported that the Marine was UA.

## 3. When UA is excused by competent authority, the statements shown in subparagraph 70301.4, will be reported:

a. Absence Over Leave. When the Marine has been absent over leave and the period of absence is excused, the number of days over leave will be added to the number of days authorized leave. The day of return will be considered a day of leave.

b. Absence over regular liberty if determined to be unavoidable and the entire period of authorized and excused UA is:

(1) 72 hours or less the entire period shall be considered liberty.

(2) In excess of 72 hours, the excused UA portion shall be considered as leave and charged to the Marine's leave account.

c. Absence over special liberty, if determined to be unavoidable will be charged to the Marine's leave account to include both the authorized portion and the unauthorized portion.

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d. Periods of absence over liberty determined to be chargeable against a Marine's leave account shall be charged at the rate of 1 day for each period in excess of 24 hours or fraction thereof.

e. Absence When Leave or Liberty Has Not Been Authorized (AWOL). When the Marine has been absent in excess of 24 hours and the absence is excused as unavoidable, the entire period will be charged as leave. To determine the days to be counted as leave, consider both the day of departure and the day of return as a day of leave, regardless of time.

4. Periods of UA as defined in subparagraph 70301.3, will be reported with the statements defined below:

a. Use the following statements if the Marine involved has been reported to UA but not FR UA:

(1) If the period was for 1 day only:

TTC 280 001	FR UA _____	TO UA _____	ABS EXCUSED _____
	↑	↑	↑
4-byte time UA terminated	_____		
8-byte ED (YYYYMMDD) UA terminated	_____		
8-byte ED (YYYYMMDD) UA commenced	_____		

or

(2) If the period was for 2 or more days:

TTC 280 001	FR UA _____	TO UA _____	ABS EXCUSED _____
	↑	↑	↑
4-byte time UA terminated	_____		
8-byte ED (YYYYMMDD) UA terminated	_____		
8-byte ED (YYYYMMDD) UA commenced	_____		

**NOTE:** Report TTC 321, as appropriate, for leave information (refer to Section 1 of this chapter).

b. Use the following statement if the Marine involved has been reported TO UA and FR UA:

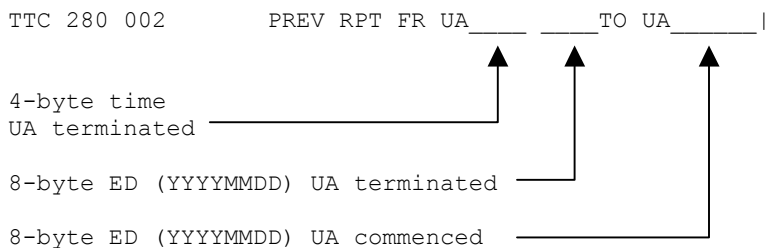
(1) If the period was for 1 day only:

TTC 280 002	PREV RPT FR UA _____	TO UA _____	
	↑	↑	↑
4-byte time UA terminated	_____		
8-byte ED (YYYYMMDD) UA terminated	_____		
8-byte ED (YYYYMMDD) UA commenced	_____		

or

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(2) If the period was 2 or more days:



**NOTE:** Report TTC 321, as appropriate, for leave information (refer to Section 1 of this chapter).

c. Ensure the following when the above entries are reported:

(1) When using the ABS EXCUSED entry it is essential that the original TO UA entry has been posted to the CMF as verified by the TRF or the LES.

(2) When using the PREV RPT entry, first ensure the original TO UA and FR UA entries have been posted. Secondly if TL was reported it must be credited prior to using this entry.

(3) Ensure the dates to be charged as leave do not reflect any days previously charged for leave. Verify with the LES or TRF.

5. When the Marine fails to return from an authorized period of leave, the statement to report the termination of the authorized leave period must be reported prior to reporting the Marine's UA.

6. UA that occurs when the Marine either fails to report to an appointed place of duty or departs from an appointed place of duty without proper authority will always be reported with a HIST: statement. The following example statements are provided as a guide:

a. The Marine failed to report to appointed place of duty:

TTC HIST:000      FAILED TO RPT TO APPT PLACE DU AT 2000|

b. The Marine departed appointed place of duty:

TTC HIST:000      DEPARTED APPT PLACE DU WITHOUT AUTH AT 0805|

7. When a period of UA results in time lost, report the appropriate time lost statement.

8. The credit for COMRATS/BAS is automatically withheld during periods of UA.

70302. RESERVISTS UA (WHO DO NOT REPORT FOR AD).

1. The CG, MARFORRES determines if there is a valid reason for the failure to report. Should the CG determine the failure to report is for valid reasons and authorizes a modification to the Marine's orders, report either a drop or transfer as appropriate per Chapter 6. After the transfer to active duty is processed, correct the information with a delete/add statement per Chapter 2. When failure to report is not excused by the CG, MARFORRES, or the reservist cannot be located, the reservist will be considered a deserter by reason of failure to report for active service. The following action is required:

a. The parent reserve unit will report the transfer to AD with TTC 881 000 per Chapter 6.

b. The I-I AD support staff of the parent Reserve unit must report an INIT JOIN per Chapter 6.

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c. On the same UD, report a drop to desertion TTC. The desertion entry will automatically transfer the computer record to RUC 54980 (Declared Deserters), CMC (MHC). This is a control RUC for all deserter records.

d. If the reservist reports or is apprehended, a join from desertion is reported by the receiving command or I-I AD support staff, as appropriate. Refer to JOINS in Chapter 6.

70303. IN HANDS OF CIVIL AUTHORITY (IHCA) (TTC 281/282).

1. A Marine held under arrest by civil authorities while on **authorized leave or liberty** is entitled to pay and allowances until the expiration of such authorized absence. Therefore, 1 minute after the time and date that a Marine's authorized leave or liberty expires will be reported as the time and date of entry into an IHCA status. A Marine **delivered to civil authorities (CA)** will be reported into an IHCA status as of the time and date of delivery to civil authorities. Do **not** report a period of IHCA or IHFA of less than 24 hours. The unit commander must make a determination to excuse or not excuse the period of IHCA when a Marine is returned to military control from IHCA. A Marine who is charged with a civil offense, and confined by civil authorities or held in confinement under military jurisdiction at the request of civil authorities until such time as custody is requested by civil authorities, is absent, or constructively absent from duty, except for any part of the period of confinement covered by authorized leave. After the results of the trial are known and the unit commander excuses the absence (period confined by civil authorities or held in unavoidable), payment of pay and allowances may be made to the Marine. Payment for the period of absence (unless excused as unavoidable) may not be made, regardless of the outcome of the civil proceedings. The following circumstances constitute sufficient basis for excusing the absence as unavoidable when it is clearly established that the arrest and detention was not caused by the misconduct of the Marine:

a. When a Marine is tried and acquitted.

b. When a Marine is admitted to bail and the trial is postponed indefinitely and it is apparent that the authorities do not intend to prosecute the case.

c. When the charges are dismissed or the Marine is released (or dies) without trial. This does not apply in cases where the Marine is released upon agreement to make reparation for the offense.

d. When the case is not processed.

e. When reporting a Marine IHCA, report a change of individual location, per Chapter 5, Section 4. (Refer to MCO P5800.16, Marine Corps Manual for Legal Administration (LEGADMINMAN)) for additional reporting requirements.

f. Report as follows:

TTC 281 000                      IHCA SINCE \_\_\_\_ ED \_\_\_\_ | HIST: \_\_\_\_\_ |

4-byte time                      ↑                      ↑                      ↑

8-byte ED (YYYYMMDD)                      ↑

Report the following information concerning  
delivery/apprehension: If delivered to CA, report  
DEL CA and authority for delivery \_\_\_\_\_

If apprehended by CA, report APRND CA \_\_\_\_\_

Show designation, location of CA and charges \_\_\_\_\_

2. Marines who are joined into a different monitored command while IHCA (for record purpose join) are joined as not chargeable. Strength category 'C' is automatically assigned when the join entry is processed. A Marine **in an unauthorized absence status at the time of arrest** by

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civil authorities will be reported into an IHCA status as of the time and date of arrest. Report as follows:

TTC 281 001                    IHCA SINCE \_\_\_\_ ED \_\_\_\_ WHILE UA|HIST: \_\_\_\_|  
 4-byte time                    ↑                    ↑                    ↑  
 8-byte ED (YYYYMMDD)                    ↑  
 Report APRND CA, designation, location of CA and charges                    ↓

3. A chargeable Marine delivered to or apprehended by civil authorities who remains in the same monitored command will remain chargeable and retain the same strength category code for 30 days. On the 31st day of IHCA, the strength category code will be changed to 'C' per Chapter 6 Section 6.

4. If the Marine is brought to trial by civil authorities, the results of the trial will be reported with a history statement.

a. To report the return from IHCA, absence is excused as unavoidable:

TTC 282 001                    RET FR IHCA \_\_\_\_ ED \_\_\_\_ ABS EXCUSED|HIST: \_\_\_\_|  
 4-byte time                    ↑                    ↑                    ↑  
 8-byte ED (YYYYMMDD)                    ↑  
 Reason for excuse                    ↓

**NOTE:** This statement will credit pay and allowances during the period of absence. The BAS is automatically withheld during period of IHCA.

b. Use the following statement to report the return from IHCA, absence is not excused as unavoidable:

TTC 282 002                    RET FR IHCA \_\_\_\_ ED \_\_\_\_ ABS NOT EXCUSED|HIST: \_\_\_\_|  
 4-byte time                    ↑                    ↑                    ↑  
 8-byte ED (YYYYMMDD)                    ↑  
 Reason for nonexcused absence                    ↓

**NOTE:** This statement will withhold credit of pay and allowance during the period of absence. A time lost statement must also be reported when the not excused entry from IHCA is reported.

70304. IHCA PERIOD EXCUSED (TTC 314).

This transaction is used to report an absence in Hands of Civil Authority (IHCA) that has been excused. It is **not** valid for MISSO input. (See Chapter 7, Section 1 for chargeable leave reporting)

TTC 314 000 IHCA \_\_\_\_ TO \_\_\_\_ ABS EXCUSED|  
 8-byte FROM DT                    ↑                    ↑  
 8-byte TO DT                    ↓

or

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TTC 314 001 IHCA WHILE UA \_\_\_\_ TO \_\_\_\_ ABS EXCUSED|

8-byte FROM DT \_\_\_\_\_

8-byte TO DT \_\_\_\_\_

70305. IN HANDS OF FOREIGN CIVIL AUTHORITY (IHFA) (TTC 291/292).

1. A Marine held under arrest by foreign civil authorities while **on authorized leave or liberty** is entitled to pay and allowances until the expiration of such authorized absence. Therefore, 1 minute after the time and date that a Marine's authorized leave or liberty expires will be reported as the time and date of entry into an IHFA status. A Marine delivered to foreign civil authorities will be reported into an IHFA status as of the time and date of delivery to foreign civil authorities.

a. When reporting a Marine IHFA, report a change of individual location, per Chapter 5, Section 4, if appropriate. Refer to MCO P5800.8C (LEGADMINMAN) for additional reporting requirements.

b. A chargeable Marine delivered to or apprehended by foreign civil authorities who remains in the same monitored command will remain chargeable and retain the same strength category code for 30 days. On the 31st day of IHFA, the strength category code will be changed to 'C' per Chapter 6 Section 6.

c. Marines who are joined into a different monitored command while IHFA (for record purpose join) are joined as not chargeable. Strength category 'C' is automatically assigned when the join entry is processed.

d. If the Marine is brought to trial by foreign civil authorities, the results of the trial will be reported with a HIST: statement. If the conviction results in a confinement of 6 months or more, enter a UD statement for change of the DSSN to 6167.

e. A Marine who is IHFA is not entitled to pay and allowances for any part of the period not covered by authorized leave. The CO, per Table 1-3-3 of the DoDFMR, Vol. 7A, must determine whether the absence was unavoidable. Do **not** report a period of IHFA of less than 24 hours. Refer to MCO P5800 and report as follows:

TTC 291 000 IHFA SINCE \_\_\_\_ ED \_\_\_\_ |HIST: \_\_\_\_\_|

4-byte time \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

If delivered to foreign CA,  
report DEL FOREIGN CA and authority for delivery \_\_\_\_\_

If apprehended by foreign CA, report APRND FOREIGN CA \_\_\_\_\_

Show designation, location of foreign CA and charges \_\_\_\_\_

2. A Marine **in an unauthorized absence status at the time of arrest** by foreign civil authorities will be reported into an IHFA status at the time and date of arrest. Report as follows:

TTC 291 001 IHFA SINCE \_\_\_\_ ED \_\_\_\_ WHILE UA |HIST: \_\_\_\_\_|

4-byte time \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

Report APRND FOREIGN CA, designation, location of  
FOREIGN CA and charges \_\_\_\_\_

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3. To report the return from IHFA after once you have ensured that the EAS/ECC has not expired: (Refer to Chapter 3, Section 3).

a. Absence is excused as unavoidable:

TTC 292 000      RET FR IHFA    ED    ABS EXCUSED|HIST:    |  
 4-byte time      ↑      ↑      ↑  
 8-byte ED (YYYYMMDD)      ↑  
 Reason for excused absence      ↑

b. Absence is not excused as unavoidable:

TTC 292 001      RET FR IHFA    ED    ABS NOT EXCUSED|HIST:    |  
 4-byte time      ↑      ↑      ↑  
 8-byte ED (YYYYMMDD)      ↑  
 Reason for non-excused absence      ↑

c. If the Marine was reported to IHFA by the current unit and the period of IHFA was 30 days or less, report DU STATUS per Chapter 4. If the period was 31 days or more, or the Marine was joined from another MCC while IHFA, report DU STAT per Chapter 4 and STRCAT per Chapter 6.

70306. IHFA PERIOD EXCUSED (TTC 300).

To report an absence in hands of foreign authorities (IHFA) or an absence in hands of foreign authorities while UA (Unauthorized Absence) that has been excused, report as follows:

TTC 300 000    IHFA    TO    ABS EXCUSED|  
 8-byte FROM date    ↑    ↑  
 (YYYYMMDD)  
 8-byte TO date    ↑  
 (YYYYMMDD)

or

TTC 300 001    IHFA WHILE UA    TO    ABS EXCUSED|  
 8-byte FROM date    ↑    ↑  
 (YYYYMMDD)  
 8-byte TO date    ↑  
 (YYYYMMDD)

70307. DESERTION (TTC 381/391).

1. A Marine who is declared a deserter must be dropped from the unit's rolls. A Marine is dropped to desertion **AS OF THE DATE AND TIME THAT THE UA COMMENCED**. The date and time the UA commenced must be included as part of the action statement reporting the declaration of desertion. The date the Marine is actually declared a deserter is referred to as the **date of declaration**; for example, action date/UD date. Refer to MCO P5800.16 to determine the correct date of declaration. Reporting instructions are as follows:

a. Report physical characteristics **immediately** 1 day prior to the DROP DCLDES entry as follows:

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```

TTC 391 000      STAT HT  WT  HAIR  EYES  |
                ↑    ↑    ↑    ↑
Height (nearest inch) or UNK if unknown
Weight (nearest pound) or UNK if unknown
Color of hair (i.e., BROWN, BLACK, RED, or UNK if unknown)
Color of eyes (i.e., BROWN, BLUE, HAZEL, or UNK if unknown)
  
```

b. Report PRO/CON marks, as applicable, as the **first** statement prior to the DROP DCLDES entry. Refer to IRAM for further instructions.

c. When the Marine has entered into an extension that has not become effective, **report a UD statement to adjust the EAS to the ECC date and notify the FO immediately per APSM.** This must be reported on the UD dated **prior** to the date of the DROP DCLDES entry. Report as follows:

```

TTC 381 000      DROP DCLDES AS OF  ED  | HIST:
                ↑    ↑    ↑
4-byte time UA commenced
8-byte ED (YYYYMMDD) UA commenced
  
```

Add info: example, PROCEED DEL TVL WITH NONCOMPLIANCE PCSO.  
(dates of proceed, delay, and travel)

d. All pay and allowance entitlements and allotments in effect at the time a DROP DCLDES status is posted will be automatically stopped. The posting of the JOIN FROM DESERTION status will automatically start the Marine's basic pay and clothing allowance. All other entitlements and allotments must be reinstated. Refer to DoDFMR, and JOINS in Chapter 6 of this manual.

2. Reserve Desertion. A Reserve mandatory participant who is declared a deserter by competent authority and not on AD for 31 days or more, must be transferred from the Reserve unit and joined/dropped to desertion by the gaining AD command.

a. A Marine is declared a deserter as of the date and the time that the UA commenced. The AD unit must report the DROP DCLDES and the reserve record status for the reservist will be changed to a 'D'.

b. Once in a reserve record status 'D', the Marine may not be joined on the Reserve UD until the Marine is first joined from desertion on an AD diary. A join entry must be reported that corresponds to the type of duty the Marine was on when declared a deserter. When joined **FROM DESERTION in MCTFS.** The record status will be changed to 'B'.

c. **Contact MISSO-17 any time a reservist is joined from desertion.**

d. Service Records will be processed per MCO P1070.12.

### 70308. FRAUDULENT ENLISTMENT (TTC 355/356)

1. The regulations pertaining to the entitlement to pay and allowances when a fraudulent enlistment or induction is determined to exist are contained in DoDFMR, Vol. 7A, Chapter 4.

2. The date a Marine is determined to be serving in a fraudulent enlistment, induction, or is judicially declared to have been mentally incompetent prior to entry, will be reported by UD statement to suspend further pay and allowances and leave accrual (Rules 2 and 8, Table



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1-4-1, DoDFMR, Vol. 7A). Report the following statement to report an enlistment or induction that has been determined to be fraudulent, or a judicial declaration that the Marine was mentally incompetent prior to entry:

TTC 355 000            FRDENL ESTAB ED \_\_\_\_\_ | HIST: \_\_\_\_\_ |

8-byte ED (YYYYMMDD) fraud  
determined; **do not report ED of  
enlistment or induction** \_\_\_\_\_

Show the authority \_\_\_\_\_

3. Use the following statement to report when the fraudulent enlistment or induction is waived and the Marine is retained to fulfill the enlistment or induction:

TTC 356 000            FRDENL WAIVED | HIST: \_\_\_\_\_ |

Show the authority \_\_\_\_\_

4. The computer processing of this statement will accrue pay and allowances and leave from the date of suspension.

70309. PAROLE (TO/FROM) (TTC 075/076).

1. Whenever a Marine who is confined serving sentence for a General Courts Martial (GCM), **with** total forfeiture of pay and allowances and enters in a parole status, a new strength category of 'I' must be reported. **(The Marine must already be in a confinement status serving the GCM sentence)**. Report the following appropriate TO or FROM statement:

TTC            075 000 TO PAROLE \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_

or

TTC 076 000            \_\_\_\_\_ FR PAROLE \_\_\_\_\_ | (CMC ONLY)

8-byte ACTION DT \_\_\_\_\_

(YYYYMMDD)

8-byte ED \_\_\_\_\_

(YYYYMMDD)

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TABLE 7-5--PAROLEE STATUS WITH OR WITHOUT A BAD CONDUCT OR DISHONORABLE DISCHARGE.		
R U L E	A	B
	When a Marine serving a sentence of confinement as a result of GCM is paroled and	then report
1	the Marine has not been awarded a discharge or discharge is pending	(1) strength category code 'I', as applicable, and  (2) transfer by service record to MCC W93 ( <b>NOTE 1</b> )
2	the Marine has been awarded a discharge which will be executed by the command that confined the Marine	drop entry with separation designator number (SDN) 'JJB3'. <b>(NOTE 2)</b>

**NOTE 1:** The Marine's CMF must already be in a confinement status with duty status H, strength category code of 'R' or 'S', as applicable (serving sentence with or without forfeiture of total pay and allowances).

**NOTE 2:** Reporting the drop entry with SDN 'JJD1' will place the MCTFS record in a separated status with a Record Status code 'F' and a present RUC equal to '54982' (CMC (MHC) control RUC).

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## SECTION 4: TIME LOST

### 70400. INTRODUCTION.

1. This Section pertains to Time Lost. Detailed reporting information is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
231 000 CREDIT TL__TO__	HQ REG RES	N	N
231 001 CREDIT TL__TO ONLY	RES	N	N
308 000 TL_____DAYS	HQ REG RES	N	N
317 000 RETURN TO FULL DU ECC__PEBD__	HQ REG RES	N	N
322 000 TL__TO__	RES	N	N
322 001 TL__TO ONLY	RES	N	N
322 002 TL__TO__REASON__	HQ REG	Y	Y
322 003 TL__TO ONLY REASON__	HQ REG	Y	Y

### 70401. TIME LOST (TTC 322).

1. When time lost is reported, such dates as PEBD, EAS, ECC, EOS, ACDU BASE DATE, and the ACNAVSEVBAS date (LDO's only) will be automatically adjusted and appear on Part III of the DFR. However, if the RTD changes as a result of the time lost, report the new RTD (refer to Chapter 5, Section 5).

2. The time lost entry **must** be reported for each period of time lost that exceeds 24 consecutive hours. For example, it is proper to report time lost for TO UA/FR UA in conjunction with the FR UA not counting that period of confinement which will follow the FR UA period. Do not report time lost when a Marine **remains** in confinement and the status of confinement changes, for example, from AAHA to ATLGCM.

3. Reporting a Marine TO and FR a status that is determined to be time lost will automatically check the Marine's pay for that period. Next immediately report time lost or excused, unavoidable as determined by the CO. Refer to Chapter 7, Section 8. Report timely to stop the accrual of leave and automatically update the PEBD, the EAS, the ECC, the EOS, and the ACDU BASE DATE. The following are edits for a time lost entry to post properly:

a. If the time lost entry is reported within 13 months from the termination date posted in MCTFS; the time lost period must equal the original dates of the period involved. Contact the MISSO for assistance prior to reporting a time lost entry outside of the 13-month window.

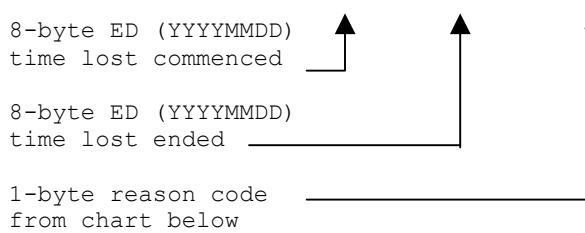
b. Time lost and credit time lost reported on Active and Reserve Officers, in a UA status or judicial status, that may/may not result in confinement by civil authorities in CONUS or overseas. Report time lost as follows:

## MCTFSPRIM

(1) If the time lost was for more than 1 day.

TTC 322 000            TL \_\_\_\_ TO \_\_\_\_ | (Reserve)

TTC 322 002            TL \_\_\_\_ TO \_\_\_\_ REASON \_\_\_\_ | (Active Duty)

8-byte ED (YYYYMMDD)  
time lost commenced    

8-byte ED (YYYYMMDD)  
time lost ended

1-byte reason code  
from chart below

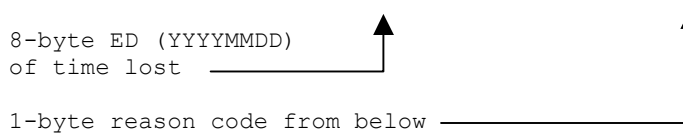
or

(2) If the day of return is a day of duty-not date TL ended.

If the time lost was for 1 day only.

TTC 322 001            TL \_\_\_\_\_ TO ONLY | (Reserve)

TTC 322 003            TL \_\_\_\_\_ TO ONLY REASON \_\_\_\_ | (Active Duty)

8-byte ED (YYYYMMDD)  
of time lost            

1-byte reason code from below

### Reason codes:

<u>CODE</u>	<u>REASON</u>	<u>DESCRIPTION</u>
1	UA/DES	(Unauthorized Absence/Desertion) (Section 6, this chapter)
2	IHCA	(In Hands of Civil Authorities) (Section 6, this chapter)
3	SKMC	(Sick Misconduct) (Section 6, this chapter)
4	CNFD	(Confined) (Section 6, this chapter)
5	IHMA	(In Hands of Military Authorities) (refer to Confinement, Section 6, this chapter)
6	IHFA	(In Hands of Foreign Authorities) (Section 6, this chapter)

d. When only the number of days time lost in the computer record is incorrect (as shown on the BIR), and all the following are true:

(1) the Marine has returned to a full duty status from a period of absence determined to be time lost,

(2) the ECC has expired or lost time is due to sick-misconduct for simple drunkenness, and

(3) if not coupled with chronic alcoholism or intemperate use of habit forming drugs, and

(4) basic pay is not forfeited

e. Report the statement shown below to correct the number of days time lost in the CMF:

# MCTFSPRIM

TTC 308 000 TL \_\_\_\_\_ DAYS |

3-byte total  
days time lost \_\_\_\_\_



f. Total Time Lost. Time lost reported in conjunction with a return to a full-duty status, after EAS/ECC, will be reported using TTC 308 000. The number of days entered in the statement must be the total of all days lost in the current enlistment including extensions. In determining time lost when the Marine has returned to a full duty status and the ECC/EAS has expired, only the period from the date the absence commenced to the Marine's ECC is used. Any period of UA beyond the ECC cannot be charged as time lost. In addition, if the total number of days time lost on the Marine's current enlistment exceeds 999 days, report only 999.

g. The above statement reports total days time lost for the current enlistment **including extensions**.

8. When a previous UD incorrectly reported too many days time lost, a UD entry is required to correct the record. If the previous entry was rejected on the DFR and has not been corrected, report the correct days with a correction entry. If the previous entry was accepted in the TRF a CREDIT time lost entry must be submitted per the following examples:

a. If the credit is for more than 1 day, use the following statement:

TTC 231 000 CREDIT TL \_\_\_\_\_ TO \_\_\_\_\_ |

8-byte ED (YYYYMMDD) inclusive \_\_\_\_\_



b. To credit a Reserve Marine for 1 day only, use the following statement:

TTC 231 001 CREDIT TL \_\_\_\_\_ TO ONLY |

8-byte ED (YYYYMMDD) of  
time lost \_\_\_\_\_



c. If the Marine was charged with too few days time lost, and the above statements are not true, report **only** the additional days to be charged as time lost with TTC 322 000 or 322 002.

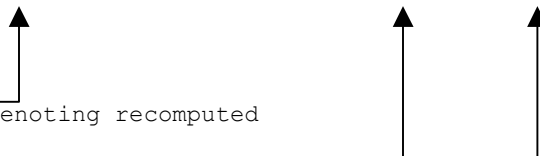
70402. RETURN TO FULL DUTY STATUS (TTC 317).

1. Use the following statement to report return to full duty ECC following a period of UA:

TTC 317 000 \_\_\_\_\_ RETURN TO FULL DU ECC \_\_\_\_\_ PEBD \_\_\_\_\_ |

8-byte ED (YYYYMMDD)  
restored to full-duty  
status \_\_\_\_\_

8-byte ED (YYYYMMDD) denoting recomputed  
ECC and PEBD \_\_\_\_\_



**NOTE 1:** Computer processing of the return to full duty statement will automatically delete a duty status of '9', and generate a duty status of '1', and update the EAS date.

**NOTE 2:** In determining a new ECC and PEBD, (refer to Chapter 3, Section 3 and Chapter 5, Section 5, the entire period of absence must be added to the old ECC and PEBD.

# MCTFSPRIM

## SECTION 5: PUNISHMENT

### 70500. INTRODUCTION.

1. The different categories of this Section are items that pertain to all manner of Punishment. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
056 000 REDUCED _____ DOR _____ ED _____	HQ REG RES	N	Y
056 001 REDUCED ADMIN _____ DOR _____ ED _____	HQ REG RES	N	Y
056 002 REDUCED ADMERR _____ DOR _____ ED _____	HQ REG RES	N	Y
061 001 TO APL LV (____) RUC _____	REG	N	Y
062 001 FR APL LV (____) RUC _____	HQ REG	Y	Y
257 000 FORF\$ _____ MO _____ TYPE _____ CNFT _____ DISCH _____ RED _____ ED _____	REG	N	Y
258 000 DEFER CODE _____ CM DT _____ ED _____	REG	N	Y
258 001 CM DT _____ CA ACTN DEFER RESCD _____	REG	N	N
259 000 WAIVER AUTO FORF _____ MO CM DT _____ ED _____	REG	N	Y
262 000 CM DT _____ CA ACTN RET ORD EXEC ED _____	REG	N	Y
262 001 CM DT _____ CA ACTN RET CNFT RED _____ MO ED _____	REG	N	Y
262 002 CM DT _____ CA ACTN RET DISCH DISAPPR ED _____	REG	N	Y
268 000 NJP AWD ED _____	HQ REG	Y	Y
268 001 SCM AWD ED _____	HQ REG	Y	Y
268 002 SPCM AWD ED _____	HQ REG	Y	Y
268 003 GENERAL COURT MARTIAL AWD ED _____	HQ REG	Y	Y
275 006 FINE \$ _____ .00 GCM ED _____	HQ REG RES	Y	Y
275 007 FINE \$ _____ .00 SCM ED _____	HQ REG RES	Y	Y
275 008 FINE \$ _____ .00 SPCM ED _____	HQ REG RES	Y	Y
283 000 FORF \$ _____ .00 FOR _____ MO SPCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 001 FORF \$ _____ .00 FOR _____ MO SCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 002 FORF \$ _____ .00 FOR _____ MO GCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 003 FORF \$ _____ .00 FOR _____ MO NJP TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 004 VACATE FORF \$ _____ .00 FOR _____ MO NJP TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
284 000 FORF TLPALW ED _____	HQ REG	Y	Y
284 001 FORF BP ED _____	HQ REG	Y	Y
310 000 TO CNFT _____ AAHA	HQ REG RES	Y	Y
310 001 TO CNFT _____ ATLGCM	HQ REG RES	Y	Y
310 002 TO CNFT _____ ATLSCM	HQ REG RES	Y	Y
310 003 TO CNFT _____ ATLSPCM	HQ REG RES	Y	Y
310 004 TO CNFT _____ CIV AUTH	HQ REG RES	Y	Y
310 005 TO CNFT _____ FOREIGN CIV AUTH	HQ REG RES	Y	Y
310 006 TO CNFT _____ GCM	HQ REG RES	Y	Y
310 007 TO CNFT _____ NJP	HQ REG RES	Y	Y
310 008 TO CNFT _____ SCM	HQ REG RES	Y	Y
310 009 TO CNFT _____ SPCM	HQ REG RES	Y	Y
313 000 FR CNFT _____	HQ REG RES	Y	Y
313 001 FR CNFT _____ ACQUITTED	HQ REG RES	Y	Y
313 002 FR CNFT _____ CHG DROPPED	HQ REG RES	Y	Y
315 000 FORF RED TO NONE GCM ED _____	HQ REG RES	Y	Y
315 001 FORF RED TO NONE NJP ED _____	HQ REG RES	Y	Y
315 002 FORF RED TO NONE SCM ED _____	HQ REG RES	Y	Y
315 003 FORF RED TO NONE SPCM ED _____	HQ REG RES	Y	Y
318 000 FORF RED TO \$ _____ .00 FOR _____ MO GCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
318 001 FORF RED TO \$ _____ .00 FOR _____ MO NJP TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
318 002 FORF RED TO \$ _____ .00 FOR _____ MO SCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
318 003 FORF RED TO \$ _____ .00 FOR _____ MO SPCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
329 000 FINE RED TO \$ _____ .00 GCM ED _____	HQ RES	Y	Y
329 001 FINE RED TO \$ _____ .00 SCM ED _____	HQ RES	Y	Y

# MCTFSPRIM

329 002 FINE RED TO \$	_____	SPCM ED	_____	HQ RES	Y	Y
329 006 FINE RED TO \$	_____	GCM ED	_____	HQ REG	Y	Y
329 007 FINE RED TO \$	_____	SCM ED	_____	HQ REG	Y	Y
329 008 FINE RED TO \$	_____	SPCM ED	_____	HQ REG	Y	Y
382 000 CRED INIT UNIF ALW \$	_____	ED	_____	HQ REG RES	Y	Y
383 000 CRED ADD UNIF ALW \$	_____	ED	_____	HQ REG	Y	Y

70501. AUTOMATED COURT MARTIAL (TTC 257) (AD/RES).

1. Only a court-martial that results in a punishment imposed by a court-martial is to be reported. Unless waived by the Convening Authority (CA), certain punishments imposed by a court-martial will trigger 'automatic' forfeiture of a Marine's pay and allowances even if the court-martial did not specifically award forfeitures. Automatic forfeitures/reductions are to begin on the 14<sup>th</sup> day after the date of adjudication (day 15 if counting the date the sentence is adjudged as day 1), or on the date the Convening Authority (CA) action is returned, whichever is earlier. Punishments awarded by a court-martial which will trigger the automatic forfeitures include: a) any sentence of confinement for more than six months or death; or b) confinement for less than six months and a dishonorable or bad conduct discharge or dismissal.

2. The court martial award must include confinement in excess of 6 months or death, or if confinement is 6 months or less, a punitive discharge must be included in order for the automatic forfeiture/reduction to take affect. When awarded a Special Court Martial (SPCM), two-thirds (rounded down to the next whole dollar amount), of pay will be automatically forfeited. When awarded a General Court Martial (GCM) all pay and allowances will be automatically forfeited for any period of confinement or parole. If automatic and adjudged forfeitures are both in effect at the same time (undeffered and unwaived), adjudged forfeitures are taken first followed by automatic forfeitures for any period of confinement or parole. When awarded a SPCM or GCM, automatic reductions to pay grade E-1 will take effect upon return of the CAs action approving the adjudged forfeiture and/or reduction and is effective the same date as the CA's action. Officers are affected in the same way with the exception of reduction in grade.

a. A member must be in a pay status code of '03200'-Confined-serving sentence, '03210'-Confined-GCM-total forfeiture pay and allowances, '03211'-Confined-GCM-total forfeiture of basic pay or '03220'-Confined beyond ECC, before TTC 257 will process. Report as follows to report an automated court-martial forfeiture deduction:

TTC 257 000	FORF \$	_____	.00	MO	_____	TYPE	_____	CNFT	_____	DISCH	_____	RED	_____	ED	_____	
Adjudged amount (NOTE 1)	↑			↑		↑		↑		↑		↑		↑		↑
3-byte number of months (NOTE 2)				↑				↑								
Type of Court Martial (NOTE 3)						↑										
3-byte number of months confinement (NOTE 4)								↑								
Type of discharge (NOTE 5)										↑						
Pay grade/NA (NOTE 6)												↑				
8-byte ED (YYYYMMDD) of sentencing (NOTE 7)														↑		

**NOTE 1:** The adjudged forfeiture amount or, report \$9999.00 if the adjudged forfeiture is a total forfeiture of pay and allowances or total forfeiture of basic pay.

**NOTE 2:** Number of months - must be three-byte numeric field.

**NOTE 3:** Types of Court Martial (CM) - General Court Martial = GCM, General with adjudged forfeiture **other than \$9999.00**, GCMA = General with adjudged forfeiture of total pay and allowances, GCMP = General with adjudged forfeiture of **Basic Pay only**. Special Court Martial = SPCM, Summary Court Martial = SCM.

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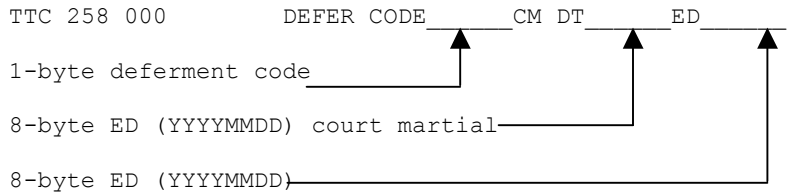
**NOTE 4:** Number of Months Confinement - must be three-byte numeric field.

**NOTE 5:** Type of Discharge - D = Bad Conduct, F = Dishonorable, 8 = Death, and N = None.

**NOTE 6:** Pay Grade N/A - must be two-byte pay grade (adjudged reduction or NA).

**NOTE 7:** ED - Effective date (YYYYMMDD) sentence is adjudged. Must be less than or equal the UD date format).

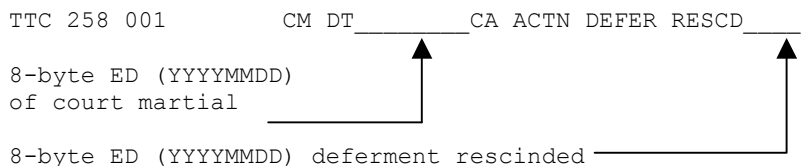
b. Deferments. When the CA "defers" the forfeitures and/or reductions, report the following. TTC 258 000 has delete as erroneous (DEL AS ERR) capability. **TTC 257 000 must be reported and processed before TTC 258 000 is reported.**



## DEFERMENT CODES

<u>CODES</u>	<u>DESCRIPTION</u>
A	<u>Deferment of Adjudged Forfeiture and Reductions:</u> (Automatic forfeitures will start on the auto/adjudged forfeiture date of current grade.
B	<u>Deferment of Automatic Forfeitures:</u> (Adjudged forfeitures and/or adjudged reductions will start on the automatic/adjudged forfeiture date at the current grade or reduced grade, as applicable).
C	<u>Deferment of Automatic Adjudged Forfeitures and Adjudged Reductions.</u> (Nothing will happen on the automatic/adjudged forfeiture date).
D	<u>Deferment of Adjudged Forfeiture (Only).</u> (automatic forfeitures will start on automatic/adjudged forfeiture date at the current grade or reduced grade, as applicable).
E	<u>Deferment of Adjudged Reduction (Only).</u> (Automatic forfeitures will start on the automatic/adjudged forfeiture date at the current grade).
CM DT	<u>Court Martial Date.</u> The court martial date must be the same effective court martial date contained in the 990 Remark before the statement will process.
ED	Must be less than or equal to the UD date.

c. Convening Authority Action Returned, Deferment Rescinded. Report the following statement: (statement does not have DEL/ADD or DEL AS ERR capability. If TTC 258/001 is reported erroneously, report TTC 258/000 again using the correct effective date and deferment code to correct the entry). **TTC 257 000 must be reported and processed before TTC 258 000 is reported.**



d. Waiver. Report the following statement when the CA waives the Automatic Forfeiture. TTC 257/000 must be reported and processed before TTC 259/000 is reported.



# MCTFSPRIM

TTC 259 000                      WAIVER AUTO FORF      MO CM DT      ED      |

2-byte auto forf month                      ↑                      ↑                      ↑

(must be 01-06)

8-byte ED (YYYYMMDD) of court martial                      ↑

(must be the same as the affected  
Automated Court-Martial Remark CM date)

8-byte ED (YYYYMMDD) (date of waiver  
must be less or equal to the UD ED)                      ↑

## 3. Convening Authority Action Returned.

a. Convening Authority Action Ordered Executed. Report the following statement when the CA action is returned and ordered executed whether or not there is a deferment in effect. The member's pay grade is reduced to E-1. Forfeitures will be calculated to two thirds (2/3) of pay rounded down to the next whole dollar as an E-1 for a SPCM or full pay and allowances as an E-1 for a GCM. Report as follows:

TTC 262 000                      CM DT      CA ACTN RET ORD EXEC ED      |

8-byte ED (YYYYMMDD) of                      ↑

courts-martial (ED of                      ↑

affected courts-martial)

8-byte ED (YYYYMMDD)                      ↑

b. CA Action Returned, Confinement is Reduced. Report the following statement when the CA action is returned and the members confinement is reduced. If the members original sentence was to confinement in excess of 6 months without any accompanying award of punitive discharge, and the CA reduces the confinement sentence to 6 months or less, then any automatic forfeitures that were deducted must be reimbursed. If the confinement is reduced but still exceeds 6 months or the original sentence contained a punitive discharge, automatic forfeitures will still apply.

TTC 262 001                      CM DT      CA ACTN RET CNFT RED      MO ED      |

8-byte ED (YYYYMMDD) of                      ↑

court martial (ED of                      ↑

affected courts-martial)

2-byte number of months reduced (number of months                      ↑

confinement reduced)                      ↑

8-byte ED (YYYYMMDD)                      ↑

c. CA Action Returned, Discharge Disapproved. Use the following statement to report when the CAs action is returned and the members discharge is disapproved:

TTC 262 002                      CM DT      CA ACTN RET DISCH DISAPPR ED      |

8-byte ED (YYYYMMDD) of                      ↑

court-martial (ED of                      ↑

affected courts-martial)

8-byte ED (YYYYMMDD)                      ↑

4. When a member's confinement is terminated (refer to paragraph 70506 FR CNFT) and there is an Automated courts-martial in effect, the automatic forfeiture is terminated on the effective date from confinement. The forfeiture of two thirds pay for a SPCM and full pay and allowances for a GCM is terminated. The adjudged forfeiture (Automated Courts Martial

## MCTFSPRIM

Forfeitures Deduction remark D990) installment amount will continue until the adjudged forfeiture is collected.

5. Payments to Dependents. The convening authority or a person acting under 10 U.S.C 860 may waive any or all forfeitures automatically imposed for a period not to exceed 6 months and authorize payments to a members dependents. Such payments are considered normal military pay and allowances otherwise due the member and are treated as payments made to the member for tax withholding and reporting purposes. When the CA authorizes such payments, the DFAS-KC, Special Interest Accounts (FCTPS) will issue such payments to the members' dependent(s). Prepare and forward to DFAS-KC/FCTPS a NAVMC 11116: Miscellaneous Military Pay order/Special Payment Authorization, or a Naval message with the following information:

a. UD number with the effective dates of the members confinement, type of court martial, reduction in pay grade (See elsewhere in this section), and the amount of forfeiture of pay and allowances.

b. The monthly payment amount and the period (not to exceed 6 months) payments are to be made to the dependent(s).

c. The name of the dependent(s) and the current mailing address.

d. Provide a reporting unit point of contact, name and telephone.

e. Notify DFAS-KC/FCTPS of any change in the members pay.

f. When the dependent requests payment by EFT, the dependent must complete a direct deposit sign-up form (SF 1199A). If a NAVMC 11116 is used for payment, attach the completed original copy of the SF 1199A to the NAVMC and forward to DFAS-KC/FCTPS. When a naval message is used for payment, provide the financial institutions routing transit number (RTN), and the account is for checking or savings. Mail the completed original copy of the SF 1199A to DFAS-KC/FCTPS.

70502. FORFEITURES AND FINES (TTC 268/275/283/284/315/318/329).

1. Dollar amounts shall be reported by showing the actual dollar figures followed by a decimal point and two zeros; for **EXAMPLE, \$18.00** to indicate 18 dollars. **DO NOT USE LEADING ZEROS IN THE DOLLAR AMOUNT OR THE TRANSACTION WILL FAIL.** Court-martial forfeitures will be reported immediately after the CA's action has been taken, **except** when the court-martial sentence also includes a punitive discharge. When the court-martial sentence includes a bad conduct or dishonorable discharge, report the forfeiture as shown in Table 8-13.

a. Forfeitures, **other than a total forfeiture of pay and allowances or total forfeiture of basic pay only**, will be reported with the following statement:

TTC 283 000	FORF \$	___.00	FOR	___MO	SPCM	TOTAL \$	___.00	ED	_____	
TTC 283 001	FORF \$	___.00	FOR	___MO	SCM	TOTAL \$	___.00	ED	_____	
TTC 283 002	FORF \$	___.00	FOR	___MO	GCM	TOTAL \$	___.00	ED	_____	
TTC 283 003	FORF \$	___.00	FOR	___MO	NJP	TOTAL \$	___.00	ED	_____	

5-byte Amount of monthly Forfeiture _____	↑	↑	↑	↑
2-byte number of months _____				
5-byte total amount of forfeiture _____				
8-byte ED (YYYYMMDD) of forfeiture _____				

## MCTFS PRIM

(1) When a forfeiture related to an SCM is apportioned over more than 1 month and the amount of the forfeiture is **evenly divisible** by the number of months, report the statement shown above.

(2) When a forfeiture related to an SCM is apportioned over more than 1 month and the amount of the forfeiture is not **evenly divisible** by the number of months, the statement shown above will be reported. However, the amount of the **monthly** forfeiture will be determined by dividing the **total amount** of the forfeiture by the number of months and rounding that monthly figure to the next higher whole dollar. For **EXAMPLE**, a total forfeiture of a \$50.00 apportioned over a period of 3 months would be reported as follows: **FOR \$17.00 FOR 03 MO SCM TOTAL \$50.00 ED 19981101**|. In this case, \$17.00 would be deducted the first and second months and \$16.00 the third month. In all cases where apportioned SCM forfeitures are not evenly divisible, the larger amount(s) will be deducted in the first or earlier months, as appropriate.

b. Use the following statement to report total forfeiture of pay and allowances:

TTC 284 000                      FORF TLPALW ED \_\_\_\_\_  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

c. Use the following statement to report a total forfeiture of basic pay only:

TTC 284 001                      FORF BP ED

8-byte ED (YYYYMMDD)

**NOTE:** Ensure TTC 310 TO CNFT has been reported and a duty status 'B', 'C', 'D', 'E', 'F', 'G', or 'H' has posted prior to reporting this entry. TTC's 284 and 310 cannot be processed in the same cycle.

d. Use the appropriate statement to report mitigation (decrease) or remission of forfeiture of pay by reviewing authority:

TTC 318 000      FORF RED TO \$ .00 FOR MO GCM TOTAL \$ .00 ED        |

TTC 318 002            FORF RED TO \$     .00 FOR MO SCM TOTAL \$     .00 ED            |

TTC 318 003	FORF RED TO \$	.00	FOR MO SPCM TOTAL \$	.00	ED	
-------------	----------------	-----	----------------------	-----	----	--

TTC 318 001            FORF RED TO \$     .00 FOR   MO NJP TOTAL \$     .00 ED            |

5-byte new amount of  
monthly forfeiture\_\_\_\_\_↑

2-byte number of months\_\_\_\_\_

```
4-byte new total _____
```

8-byte ED (YYYYMMDD) of **original** forfeiture \_\_\_\_\_

**NOTE:** When reporting these statements, the computer will automatically recompute the total amount to be forfeited by the Marine. If more than this amount already has been deducted from the Marine's pay, the account will be credited with the appropriate amount.

e. Use the appropriate statement to report mitigation (decrease) or remission of forfeiture of pay to NONE by a reviewing authority:

TTC 315 000                      FORF RED TO NONE GCM ED                      |

TTC 315 002                      FORF RED TO NONE SCM ED                      |

TTC 315 003                      FORF RED TO NONE SPCM ED

# MCTFSPRIM

TTC 315 001          FORF RED TO NONE NJP ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) of original forfeiture \_\_\_\_\_ ↑

f. If the forfeiture is suspended, report with a historical statement only. If it is partially suspended, report the unsuspended portion with the normal statement shown in subparagraph 70502 and the suspended portion with the HIST: statement:

HIS 000          HIST: AWD \_\_\_\_\_ FORF \$ \_\_\_\_\_.00 FOR \_\_\_\_\_ MO \_\_\_\_\_ SUSP FOR \_\_\_\_\_ MO |

8-byte NJP awarded \_\_\_\_\_ ↑

Amount of monthly forfeiture \_\_\_\_\_ ↑

2-byte number of months \_\_\_\_\_ ↑

Amount suspended \_\_\_\_\_ ↑

2-byte number of months suspended for \_\_\_\_\_ ↑

g. Use the following statement if a previously suspended forfeiture is vacated:

TTC 283 004          VACATE FORF \$ \_\_\_\_\_.00 FOR \_\_\_\_\_ MO NJP TOTAL \$ \_\_\_\_\_.00 ED \_\_\_\_\_ | HIST: AWD \_\_\_\_\_ |

Amount of monthly  
Forfeiture \_\_\_\_\_ ↑

2-byte number of months \_\_\_\_\_ ↑

Total amount \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) forfeiture was vacated \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) NJP originally awarded \_\_\_\_\_ ↑

h. A sentence of a court-martial may adjudge a fine in addition to adjudging other punishment. Fines will be collected involuntarily from the current pay of all members of the Marine Corps. (Refer to DoDFMR, Vol. 7A.)

(1) Use the appropriate statement shown below to report the collection:

TTC 275 006          FINE \$ \_\_\_\_\_.00 GCM ED \_\_\_\_\_ |

TTC 275 007          FINE \$ \_\_\_\_\_.00 SCM ED \_\_\_\_\_ |

TTC 275 008          FINE \$ \_\_\_\_\_.00 SPCM ED \_\_\_\_\_ |

Total amount of fine \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of checkage \_\_\_\_\_ ↑

# MCTFSPRIM

(2) Use the appropriate statement shown below if the amount of fine previously reported is reduced through remission or mitigation:

## Active Duty.

TTC 329 006 FINE RED TO \$ \_\_\_\_ .00 GCM ED \_\_\_\_ |

TTC 329 007 FINE RED TO \$ \_\_\_\_ .00 SCM ED \_\_\_\_ |

TTC 329 008 FINE RED TO \$ \_\_\_\_ .00 SPCM ED \_\_\_\_ |

New total amount of fine \_\_\_\_\_

8-byte ED (YYYYMMDD) of original fine \_\_\_\_\_

## Reserve.

TTC 329 000 FINE RED TO \$ \_\_\_\_ .00 GCM ED \_\_\_\_ |

TTC 329 001 FINE RED TO \$ \_\_\_\_ .00 SCM ED \_\_\_\_ |

TTC 329 002 FINE RED TO \$ \_\_\_\_ .00 SPCM ED \_\_\_\_ |

New total amount of fine \_\_\_\_\_

8-byte ED (YYYYMMDD) of original fine \_\_\_\_\_

2. Report any subsequent events/actions affecting a previously reported sentence by submitting results of the action, date, and authority effecting the change.

a. To report remission and/or suspension of a sentence or a portion of a sentence:

TTC HIS 000 HIST:UNEXECD PORTION OF SENT IS \_\_\_\_ AUTH: \_\_\_\_ |

Indicate whether remitted or suspended \_\_\_\_\_

Authority \_\_\_\_\_

b. The vacation of suspension has the same effect as a sentence being ordered executed. Therefore, upon vacation of a suspended sentence, the portion that affects pay and allowances and/or causes a change to the information maintained in the Marine's CMF shall be reported with action statements. The remaining portion shall be reported with a history statement. Report as follows:

TTC HIS 000 HIST:VACATE SUSPENSION OF EXECN OF SENT \_\_\_\_ |

Report portion of  
sentence that affects  
pay and allowances and/  
or MCTFS record \_\_\_\_\_

Report portion of sentence that does **not**  
affect pay and allowances and/or CMF \_\_\_\_\_

c. Use the following statement to report setting aside of findings of a court-martial:

TTC HIS 000 HIST:FINDINGS OF \_\_\_\_ APPR \_\_\_\_ SET ASIDE \_\_\_\_ |

Type of court-martial,  
either GCM, SPCM, or SCM \_\_\_\_\_

8-byte ED (YYYYMMDD) approved \_\_\_\_\_

Authority that sets aside the findings \_\_\_\_\_

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3. Computer records for Marines in a parole status will be transferred to a Headquarters control RUC/MCC (54982/W93) either by transfer entry or, by reporting a drop/discharge entry if the Marine has been awarded a bad conduct discharge or dishonorable discharge. The discharge entry will contain SDN JJB3 when reported from a field RU. (When the discharge is reported by CMC (MHC), the SDN to report will be JJC3.) This will change the record status code in the CMF to 'F'. Once the Marine has been released from parole and there is no longer a requirement to monitor the CMF from the CMC, the record will be updated by the CMC (MHC), to change the record status code to 'E' to reflect a separated record. Records transferred to the CMC control RUC or discharged with SDN JJB3 must be in a status of confinement as a result of GCM in order for transfer or discharge entry to successfully process. Use the following logic to determine reporting requirements in MCTFS. Refer to Table 8-14 for assistance in determining which action must be taken.

4. Maintaining court-martial Information. In addition to reporting the sentence of a Marine convicted by a court-martial, the unit also must report court-martial statistical information. After processing, this information will be posted to the Marine's CMF where it will be permanently retained in the MCTFS.

- a. Use the following statement to report summary court-martial information:

TTC 268 001          SCM AWD ED \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD)  
 sentence is awarded/adjudged \_\_\_\_\_ ↑

- b. Use the following statement to report special court-martial information:

TTC 268 002          SPCM AWD ED \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD)  
 sentence is awarded/adjudged \_\_\_\_\_ ↑

- c. Use the following statement to report general court-martial information:

TTC 268 003          GENERAL COURT MARTIAL AWD ED \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD)  
 sentence is awarded/adjudged \_\_\_\_\_ ↑

**NOTE 1:** When review of higher authority results in setting aside the findings on all charges and specifications, report DEL AS ERRON, and refer to MCO P1070.12 for instructions on removal of court-martial documentation from the SRB/OQR.

**NOTE 2:** Forfeitures are applied (withheld) on and after the date the convening authority approves the sentence.

**NOTE 3:** The ED of this entry will be the date the convening authority approves the sentence.

**NOTE 4:** The Promotion Restriction Period and Restriction Status Codes for TTC 268 are as follows: (Refer to Section 7 of this chapter for reporting TTC 053 PROM RESTR.)

<u>TTC</u>	<u>ENGLISH</u>	<u>RESTR PERIOD</u>	<u>RESTR CODE</u>
268 000	NJP AWD ED	3 MONTHS	1
268 001	SCM AWD ED	6 MONTHS	2
268 002	SPCM AWD ED	12 MONTHS	3
268 003	GCM AWD ED	18 MONTHS	6

5. A reduction entry will automatically change the Marine's permanent grade to equal the grade to which reduced. This change will appear on the TRF as a computer-generated change.

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When Punishment is Forfeiture of Pay report as follows:

```

TTC 283 003   FORF $____.00 FOR____ MO NJP TOTAL $____.00 ED____|HIST:AWD____|
    ↑           ↑           ↑           ↑           ↑
Amount of monthly  2-byte number of months  Total amount  8-byte ED of forfeiture (YYYYMMDD)  8-byte ED NJP awarded (YYYYMMDD)
Forfeiture _____

```

### 70503. NONJUDICIAL PUNISHMENT (NJP) INFORMATION (TTC 268).

Maintaining Nonjudicial Punishment Information. When a Marine is awarded NJP under Article 15, UCMJ, the unit must report NJP statistical information on the UD **in addition to** reporting the NJP information. This information, when processed, will post the information to the Marine's record where it will be retained permanently in MCTFS (Remark 119). Report as follows:

```

TTC 268 000           NJP AWD ED_____|
    ↑
8-byte ED (YYYYMMDD) of NJP _____

```

**NOTE:** Punishment that does not affect pay, grade, or any other personnel data item will be reported with a history statement.

### 70504. GRADE CORRECTIONS, NJP (TTC 056/320).

1. All NJP's awarded under Article 15, UCMJ, will be reported on the UD. Refer to MCO P5800.16 and manual for court martial for items not affected.

2. Dollar amounts will be reported by showing the actual dollar amount followed by a decimal point and two zeros.

**NOTE:** Pro/con marks must be reported on the reductions of Cpl's and below per Section 4 of this chapter.

3. Use the following history statement if the reduction is suspended:

```

TTC HIS 000           HIST:NJP AWD____REDUCED TO____SUSP FOR____MO|
    ↑           ↑           ↑
8-byte ED (YYYYMMDD) NJP awarded  3-byte GRADE to which reduced  3-byte number of months for which reduction is suspended

```

4. If a previously suspended reduction is vacated, report reduction with the following HIST statement:

```

TTC HIS 000           HIST: VACATION OF SUSP REDUCED NJP AWD____|
8-byte ED (YYYYMMDD) suspension vacated _____

```

5. If a previously reported reduction is suspended, mitigated, set aside, or restored to grade, report the appropriate statement:

```

TTC 320 000   RESTORE GRADE TO____MERIT DOR____ED____|HIST:RED____NJP AWD____|
TTC 320 001   RESTORE GRADE TO____PERM DOR____ED____|HIST:RED____NJP AWD____|
TTC 320 003   RESTORE GRADE TO____TEMP DOR____ED____|HIST:RED____|

```

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TTC 320 004      RESTORE GRADE TO \_\_\_MERIT CBT DOR\_\_\_ED\_\_\_|HIST:RED\_\_\_NJP AWD\_\_\_|

2-byte abbreviation for grade  
to which restored (i.e., E3, E4, E5)      ↑

8-byte DOR (YYYYMMDD) (see **NOTE** below)      ↑

8-byte ED (YYYYMMDD) (see **NOTE** below)      ↑

Circumstance (i.e., suspended, mitigated, set aside)      ↑

8-byte ED NJP awarded (YYYYMMDD)      ↑

6. To report restoration of grade, use appropriate statement:

TTC 320 000              RESTORE GRADE TO \_\_\_MERIT DOR\_\_\_ED\_\_\_|HIST:RED\_\_\_|

TTC 320 001              RESTORE GRADE TO \_\_\_PERM DOR\_\_\_ED\_\_\_|HIST:RED\_\_\_|

TTC 320 002              RESTORE GRADE TO \_\_\_PROB DOR\_\_\_ED\_\_\_|HIST:RED\_\_\_|

TTC 320 004              RESTORE GRADE TO \_\_\_MERIT CBT DOR\_\_\_ED\_\_\_|HIST:RED\_\_\_|

2-byte abbreviation for grade to  
which restored      ↑

8-byte DOR (YYYYMMDD) (see **NOTE** below)      ↑

8-byte ED (YYYYMMDD) (see **NOTE** below)      ↑

Circumstance (i.e., suspended, mitigated, set aside)  
and the 8-byte ED (YYYYMMDD) of the SPCM, SCM, GCM)      ↑

**NOTE:** In any case when an executed reduction is suspended or mitigated the DOR and the ED will be the date of the mitigation or suspension. In any case, when the reduction is set aside, the DOR will be the original DOR and the ED will be the date of reduction.

70505. APPELLATE LEAVE (TTC 061/062).

1. All reportable data concerning the Marine must be reported on the UD prior to reporting the Marine to appellate leave, (i.e. TO/FROM CONFINEMENT, TIME LOST, SENTENCE AWARDED, REDUCTION, etc.) The RU must also contact the cognizant FO and ascertain which pay-related entries must be reported on the UD prior to reporting the TO APL LV entry. Refer to MCO 1050.16 for additional information.

2. The following definitions are provided for clarification:

a. Voluntary Appellate Leave. A Marine who has been sentenced by court-martial to a dismissal or punitive discharge, may submit a written request for voluntary leave awaiting appellate review once all adjudged confinement has been served, remitted, suspended or deferred, and all documentation for clemency review, or a waiver of such review has been submitted, and approval is in the best interest of the Marine Corps.

b. Involuntary Leave Awaiting Appellate Review. A commander will direct involuntary leave, awaiting appellate review of a Marine sentenced by court-martial to a dismissal or punitive discharge, when the convening authority has approved the sentence for dismissal or punitive discharge without suspension, all adjudged confinement has been served, remitted, suspended or deferred, and all documentation for clemency review or a waiver of such review has been submitted and approval is in the best interest of the Marine Corps.

3. Upon commencement of authorized (voluntary) or directed (involuntary) leave awaiting appellate review of a court-martial sentence, report the appellate leave statement shown below. Include the number of days accrued leave, computed to the day before the ED of the orders directing leave, as part of the entry. This is a 2-byte entry and all half days of credit will be **rounded up** to the next whole number. If the Marine is in an advance leave status or elects to receive payment for leave due, report (00).

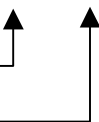


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TTC 061 001                      TO APL LV (\_\_\_\_) RUC \_\_\_\_ |

2-byte number of days accrued  
leave or 00 as applicable

5-byte PRESENT RUC (required): \_\_\_\_\_



a. Computer processing of the TO APL LV entry will automatically generate strength category 'G', DSSN '6102', duty status 'L', EAS of '99999999', and suspend pay and allowances upon the expiration of accrued leave. When the Marine is in an advanced leave status, pay and allowances will be suspended effective the first day of leave.

b. Processing of the TO APL LV entry will automatically generate leave rations when the number of accrued days are greater than 00.

c. After the TO APL LV entry is processed, the only entry that may be reported is changing the Marine's status from voluntary to involuntary appellate leave:

d. Upon change of status from voluntary to involuntary appellate leave the command will:

(1) Notify the service member in writing of the status change from voluntary to involuntary appellate leave.

(2) Ensure all administrative action is completed and the Service Records are mailed via traceable means to: Commanding Officer, 716 Sicard Street SE, Washington D.C. 20374-5083. The Navy and Marine Corps Appellate Leave Activity (NAMALA) has been established to administer personnel in an involuntary appellate leave status in recognition of the significant burden this population represents reporting units. This unit is a holding RUC for personnel in an involuntary appellate leave status only. The MCC and RUC assigned to this unit is W91 and 54920.

(3) File a copy of the convening authority's court-martial action, court-martial order, voluntary and/or involuntary leave orders in the Service Record prior to transfer.

(4) Ensure a copy of the UD reporting the service member to appellate leave is placed on the document side of the Service Record.

(5) The CO, NAMALA will join the service member to MCC W91, RUC 54920 upon receipt of the Service Record with an ED one day following the date of transfer as listed on page 3 of the Service Record.

(6) Upon join to MCC W91, the losing command may receive a system generated error on the UD feedback report indicating a member of the unit has been joined without a corresponding transfer entry. The unit will annotate this error message stating the individual was transferred to CO, NAMALA, Washington D.C. The error message annotation will also include the date the Service Records were forwarded to the NAMALA. No further action will be required of the losing command.

(7) All supplemental court-martial action/orders should be completed to the fullest extent possible prior to transfer of the Service Record to NAMALA.

e. A RU joining a Marine who is in a voluntary appellate leave status must report the join with the statement JOIN MCC\_\_\_\_APL LV. Normally, this will occur only when accountability changes while the Marine is on appellate leave. Computer processing of the JOIN MCC\_\_\_\_APL LV entry will automatically generate a change of RUC and MCC for the Marine concerned. The RU that is transferring the Marine must not report a transfer entry on the UD as the transfer entry would be rejected by the computer.

f. The statement FR APL LV will be reported to terminate a Marine's appellate leave. Normally, this would occur only when a rehearing is ordered or the punitive discharge is set aside or suspended, and the Marine is required to return to duty. The action date to be used is the date of return to duty. Report as follows:

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TTC 062 001 FR APL LV RUC\_\_\_\_|  
 5-byte RUC\_\_\_\_\_↑

**NOTE:** Once reported, submit a NAVMC 11116 for leave.

g. When a Marine is released from AD while in an appellate leave status, report the appropriate **separation statement**. Do not report the FR APL LV statement to terminate the Marine's appellate leave status for separation.

70506. CONFINEMENT (TTC 310/313)

1. Commencement/termination of confinement, and changes of confinement status must be reported. Once the Marine is reported TO CNFT and remains confined, do not report another TO CNFT. When action by higher authority results are received, report the appropriate DU STATUS per Chapter 4 Section 4 and STR CAT per Chapter 6 Section 6. Also refer to Table 6-10.

2. The Marine is normally confined for any one of the reasons listed below:

a. Awaiting Action of Higher Authority (AAHA). This is physical restraint imposed by either oral or written orders of competent authority, pending the disposition of charges. It includes "safekeeping" except when one of the reasons shown below more clearly defines the confinement status. See below for Pretrial Confinement.

b. Confined by military authority at the request of domestic civilian authority (CIV AUTH). (To be used to the very limited extent of maintaining custody of the Marine awaiting arrival of civilian authorities.)

c. Confined by military authority at the request of foreign civilian authority (FOREIGN CIV AUTH).

d. The date of confinement must be included as the initial part of the statement and must be the correct Action Date. Report as follows:

TTC 310 000	TO CNFT____AAHA
TTC 310 004	TO CNFT____CIV AUTH HIST:____
TTC 310 006	TO CNFT____GCM
TTC 310 007	TO CNFT____NJP
TTC 310 008	TO CNFT____SCM
TTC 310 009	TO CNFT____SPCM
TTC 310 005	TO CNFT____FOREIGN CIV AUTH HIST:____

4-byte time \_\_\_\_\_↑

Title of civilian authority\_\_\_\_\_↑

3. Pre-trial Confinement. The Marine is confined ATLGCM, also a strength category of 'B' must be reported. When the Marine is confined **serving sentence of a GCM**, also report a strength category of 'R' or 'S', as appropriate.

TTC 310 001	TO CNFT____ATLGCM
TTC 310 002	TO CNFT____ATLSCM
TTC 310 003	TO CNFT____ATLSPCM

4-byte time \_\_\_\_\_↑

4. When confinement status changes, such as from Awaiting Action by Higher Authority (AAHA) to the following known as "Pre-trial" confinement, Awaiting Trial by Special Court Martial (ATLSPCM) or Awaiting Trial by General Court Martial (ATLGCM) to General Court Martial (GCM), the Marine's duty status code must be reported. **It is especially important to change the duty status to PAST EAS code if the Marine's ECC expires during the confinement, as the Marine's pay and allowances will continue to accrue until it is reported.** DO NOT report FR

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CNFT (old status) and TO CNFT in the new status. Report Time Lost only when Marine is returned to a full duty status to make up lost time. If the status change involves a change of strength category, the new strength category code must be reported. For example, if the Marine confined ATLSPCM is subsequently convicted and sentenced to 31 days or more confinement, the strength category code changes to '3'. Report the new duty status and the new strength category code.

5. Termination of Confinement. Except as indicated below, the entry reporting termination of confinement shall include an action statement to report Time Lost. It is not necessary to report new EAS, EOS, or PEBD; for example, as all dates affected by time lost will be adjusted automatically in MCTFS. The computed dates will be printed on the DFR after the time lost statement is processed. This is provided to the RU to correct service records and other records as required. If the Marine is confined during trial and is acquitted or the charges are dropped, there is no Time Lost. Report as follows:

```
TTC 313 001      FR CNFT____ACQUITTED|
TTC 313 002      FR CNFT____CHG DROPPED|
4-byte time_____↑
```

6. Expiration of Sentence. When the Marine is released from confinement upon expiration of sentence or upon early release for clemency; for example, time lost must be reported when the release from confinement is reported per Section 4 of this chapter. Upon release from confinement, the Marine's duty status always changes to full duty. Therefore, when reporting FR CNFT, **the RU must report duty status if it is other than full duty**. Report FR CNFT and Time Lost, and if required, report DU STATUS per Chapter 4 Section 4 and strength category per Chapter 6 Section 6.

```
TTC 313 000      FR CNFT____|
4-byte time_____↑
```

7. If the Marine is reported to confinement or from confinement erroneously, entries must be reported to correct the record status.

a. Erroneously reported to confinement:

(1) If the Marine is confined and the TO CNFT statement was accepted, but the statement reported date and/or time for confinement, report a DELETE AS ERR and input correct information.

(2) If at a later date, the unit realizes that a mistake was made since the Marine actually was sentenced by a SPCM rather than by a SCM, report a DELETE ADD statement. Note that the original date of confinement must be included in the statement.

(3) If TO CNFT is reported for the wrong reason, report a DELETE AS ERR statement.

b. Erroneously reported from confinement:

(1) If the Marine was released from confinement but the FR CNFT statement failed in the DFR, report the correct FR CNFT statement.

(2) If the Marine is still confined and the FR CNFT statement was accepted, report a DELETE AS ERR statement.

8. The TO CNFT entry will terminate entitlement for COMRATS/BAS with the reported ED and time of confinement. **To resume the entitlement for COMRATS or BAS a STRT COMRATS or STRT BAS entry must be reported effective one minute after release from confinement.**

```
TTC 310 007      TO CNFT____NJP|HIST:AWD____CNFD SHIP BRIG____DAS|
4-byte time_____↑           ↑           ↑
```

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8-byte ED (YYYYMMDD) awarded NJP \_\_\_\_\_

2-byte number of days confinement awarded (i.e., 03) \_\_\_\_\_

9. Correctional Custody Index. Will be reported with **a history statement only**. Report a duty status of 'M' and correct Action Date for those Marines that are confined and have exceeded their ECC in order to properly terminate pay and allowances. Report as follows:

HIST:NJP AWD 931031 CORRECTIONAL CUSTODY 10 DAS

10. Reductions effected as a result of a court-martial will be reported as shown below. The DOR and ED of reduction will be the date the reduction is ordered executed by the court-martial convening authority.

11. Confinement will be reported per paragraph 70506 of this chapter.

70507. REDUCTION, PUNITIVE/NON-PUNITIVE (TTC 056)

1. All reductions in grade must be reported and pro/con marks must be reported on the reductions of Cpl's and below per Section 4 of this chapter. Ensure that all affected items are reported as required, refer to MCO P5800.16, IRAM, DoDFMR. The two types of reductions are discussed below:

2. Nonpunitive. An administrative (ADMIN) reduction effected by the CMC or a commander who has been delegated such authority per PROMOMAN MCO P1400.30:

a. Reduce personnel by grade.

b. Reduce personnel for incompetence or substandard performance of duty.

TTC 056 001      REDUCED ADMIN    DOR      ED      |HIST:\_\_\_\_|

6-byte abbreviation for grade to which reduced \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) DOR for that grade \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of reduction \_\_\_\_\_ ↑

Authority CO's letter \_\_\_\_\_ ↑

3. To correct an erroneous promotion for Sgt's and below report as follows:

TTC 056 002      REDUCED ADMERR    DOR      ED      |

6-byte grade to which administratively reduced \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) DOR \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of erroneous promotion \_\_\_\_\_ ↑

4. Punitive. A reduction effected as a result of the sentence of a court-martial or punishment awarded as NJP. When the reduction is suspended, report the occurrence as a historical statement per paragraph 70308, as applicable. Report as follows:

TTC 056 000      REDUCED    DOR      ED      |HIST:\_\_\_\_|

6-byte abbreviation for grade to which reduced \_\_\_\_\_ ↑

\_\_\_\_\_ ↑

\_\_\_\_\_ ↑

\_\_\_\_\_ ↑

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8-byte ED (YYYYMMDD) DOR for  
grade \_\_\_\_\_

8-byte ED (YYYYMMDD) of reduction \_\_\_\_\_

Authority CO's letter \_\_\_\_\_

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TABLE 7-4--FORFEITURES DUE TO COURTS-MARTIAL (INCLUDING DISHONORABLE OR BAD CONDUCT DISCHARGE) . (NOTE 1)				
R U L E	A	B	C	D
	When sentence to DD or BCD also included	and the convening authority approves the sentence	then reports one of the following UD entries per 70502 as applicable.	TTC
1	forfeiture and confinement	as adjudged (NOTE 2)	FORF \$__FOR__ MO GCM TOTAL \$__.00 ED ____	283 XXX
2	forfeiture and confinement for less than 1 year	And suspends the DD or BCD and orders the sentence executed	or	
3	forfeiture		FORF TLPALW ED ____  (NOTE 2)	284 000
4	forfeiture and confinement for 1 year or longer	and suspends the DD or BCD (NOTE 2)	or FORF BP ED____	284 001
5	forfeiture	as adjudged	FOR \$__FOR__ MO__TOTAL \$__ED ____  or FORF TLPALW ED ____  or FORF BP ED____	283 XXX  284 000  284 001

**NOTE 1:** Forfeitures are applied (withheld) on and after the date the convening authority approves the sentence.

**NOTE 2:** The ED of this entry will be the date the convening authority approves the sentence.

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## SECTION 6: COMPOSITE SCORE

### 70600. INTRODUCTION

1. The different categories of this section are those items that pertain to Composite Score, such as Special Duty Bonus Points, Pro/Con Marks, Command Recruit Bonus Points, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
191 000 NOT REC PROM	HQ REG RES	N	N
191 001 REC PROM	HQ REG RES	N	N
192 000 CMD REC BON PTS CUR GD ___	HQ REG RES	N	N
193 000 WILL NOT PROMOTE	HQ REG RES	N	N
287 001 COMPOSITE SCORE_____ED_____	HQ	N	N
287 002 REQ RECOMPUTE COMP SCORE _____ PROM QTR _____	HQ REG RES	N	N
287 003 REQUEST REMEDIAL SELECTION TO _____ED_____	HQ REG RES	N	N
288 000 DELETE CPL COMPOSITE SCORE	HQ	N	N
288 001 DELETE LCPL COMPOSITE SCORE	HQ	N	N
334 000 SPL DU BONUS 100 TERM _____	HQ REG RES	N	N
334 001 SPL DU BONUS PTS DELETE	HQ REG RES	N	N
335 000 MARKS PRO____.____CON____.____OCC____ED____	HQ REG RES	Y	Y

### 70601. AUTOMATED COMPOSITE SCORE.

1. The composite score routine automatically calculates composite scores for Marines based on data present in MCTFS. Schedules of events can be found in MCO P1400.32 and MCBulletins in the 1400 series.

2. Automated Composite Scores which are computed for the next promotion period are found on MCTFS Screen "CSPW", and the Automated Composite Scores computed for the Previous Promotion Period are found on MCTFS Screen "CSHW" and "CCOS".

3. The paragraphs of this Manual that give reporting information to insure correct computation of the automated composite score process are as follows:

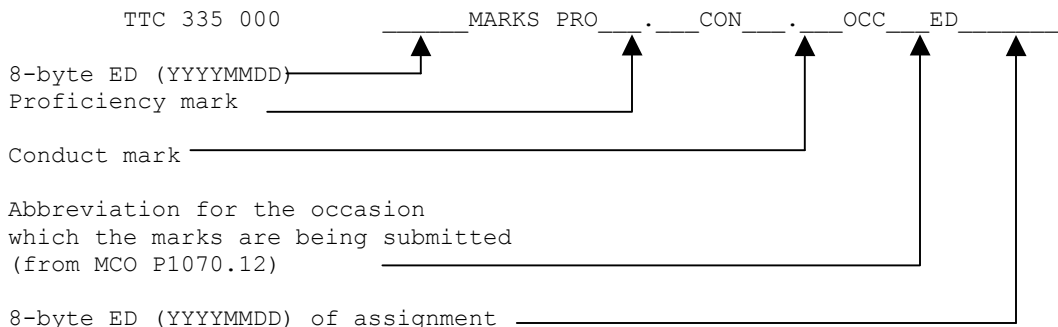
PARAGRAPH	TITLE
50508	Armed Forces Active Duty Base Date
50501	PEBD
51301	Marksmanship/Weapons Firing
51202	Physical Fitness Test
70602	Proficiency and Conduct Marks
70604	Off-Duty Education
50605	Date of Rank
50503	Date of Enlistment
70605	Special Duty Bonus Points
70603	Command Recruiting Bonus Points
70607	Not Recommended for Promotion
70609	Will Not Promote

4. The composite score for an Active Reserve (AR) Marine is computed using the AFADBD vice the PEBD. AR Marines will not receive a composite score unless their Career Retirement Credit Report (CRCR) has been certified; see Section 2, Chapter 10.

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### 70602. PROFICIENCY AND CONDUCT MARKS (TTC 335)

1. Conduct and duty proficiency marks will be reported on the UD for the occasions prescribed in MCO P1070.12. Use the following statement to report conduct and duty proficiency marks:



**NOTE 1:** This entry must be action dated with the same date as the ED. When entering marks for promotion to the next higher grade, the ED of the marks will be 1 day prior to the promotion DOR. When entering marks for reduction in grade, the ED of the marks will be 1 day prior to the ED of the reduction.

**NOTE 2:** When an AD Marine is promoted on 1 Feb or 1 Aug the occasion for reporting conduct and duty proficiency marks will be 'PR' (Promotion) vice 'SA' (Semi Annual). When a Reserve Marine is promoted on 1 January the occasion for reporting conduct and duty proficiency marks will be 'PR' (Promotion) vice 'AN' (Annual). This will allow the system to generate service averages for conduct and duty proficiency markings.

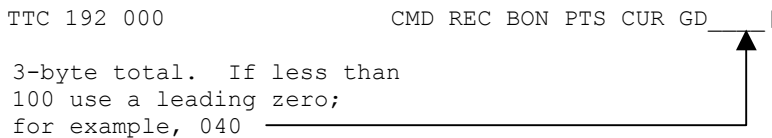
2. If it is determined upon auditing the ROS that marks reported for a period are erroneous, the RU must report the correct marks for the period in question by use of a delete/add statement. If it is determined that the dates have been reported incorrectly, the statement must be deleted as erroneous and resubmitted with the correct information.

3. Upon reporting a Marine to desertion, the required conduct mark of zero will be reported as the first statement prior to the drop desertion entry. An 'NA' will be reported for the proficiency mark.

4. When a conduct/duty proficiency marks reporting period occurs within 30 days preceding or following a semiannual reporting period, refer to MCO P1070.12 for specific instructions. A transaction containing marks of NA will not be computed when automatically computing composite scores unless the occasion is 'DD' (Declared Deserter) with a conduct mark of zero recorded.

### 70603. COMMAND RECRUITING BONUS POINTS (CRBP) (TTC 192).

Marines who assist the Recruiting Service by making referrals of potential enlistee's are to be awarded 20 bonus points for regular promotion to Cpl and Sgt for each Marine who is subsequently enlisted. A Marine may receive a maximum of 100 CRBP to be added to the composite score for each grade in which served. Upon promotion or reduction, the Marine's total of CRBP reverts to zero. Reservists performing TAD as Recruiter Aides may be awarded CRBP. Corporals assigned by billet as recruiters are not eligible for the command recruiting program or its incentives. When adding points to those already reflected in the MCTFS, ensure that the **total** number of points are run on the UD. To report CRBP:





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**NOTE:** To correct an erroneous number of points contained in a Marine's record, report the statement with the correct number of points.

### 70604. OFF-DUTY EDUCATION BONUS POINTS.

1. Off-duty education is reported as discussed in Chapter 5 Section 14. Off-duty education bonus points are awarded for approved self-education courses completed and passed while in the current grade. Upon reporting and processing of off-duty education, the information will post to MCTFS and will be updated by the composite score routine. A maximum of eight courses may be used to determine the number of points to be awarded, and a maximum of 7.5 points may be awarded. Approved courses and the bonus points assigned to each are as follows:

<u>COURSE</u>	<u>BONUS POINTS</u>
MCI Course or other military service correspondence courses	1.5
Extension School Subcourses	1.5
CLEP Test (each portion)	1.0
College Course (Semester/Quarter)	1.0
Vocational Course (Semester/Quarter)	1.0

2. To ensure all off-duty education is considered in the composite score routine for eligible LCpl's and Cpl's, the MCTFS TMCI and TEDU screens MUST be reviewed.

3. Upon promotion to Cpl or Sgt, the off-duty education bonus points will automatically be reset to zero.

### 70605. SPECIAL DUTY BONUS POINTS (TTC 334).

1. For the Active Component, special duty bonus points are awarded to drill instructors, recruiters, and members of Marine Security Guard Battalion subject to the following instructions:

a. Commanders are authorized to add 100 points to the composite score of Cpl's assigned as recruiters, such award to be valid while performing satisfactorily on that duty. At the discretion of the directors of Marine Corps districts, personnel serving significant additional duty as actual recruiters may be awarded the additional 100 points as indicated above.

b. The CO, Marine Security Guard Battalion is authorized to add 100 points to the composite score of Marine security guards upon completion of the Marine Security Guard School, such award to be valid while performing satisfactorily on that duty. The award will continue through the grades of LCpl and Cpl. If, at the time of promotion to Corporal, a Marine's composite score exceeds his or her MOS's cutting score by 100 or more points, that Marine can send a request to their CO to have the 100 bonus points continued. The bonus points will then be used toward promotion to Sgt. The responsibility for ensuring such action is taken rests with the individual Marine.

c. Marines transferred after a successful tour of duty as a drill instructor, as a Marine security guard or as a recruiter, including those assigned primary duty in an administrative or "A" billet, will have the 100-point award continued by the CO of the organization to which transferred.

d. Continuation of the 100-points award upon transfer to the new organization is subject to continued satisfactory performance in the new organization.

e. The 100-points award authorized will be revoked in the cases of Marines who fail to successfully complete their assigned tour of duty.

2. For the Reserve component, Special Duty Bonus Points are awarded to LCpls/Cpls subject to the following conditions:

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a. Commanders are authorized to add 100 points to the composite score of Cpls assigned temporarily to AD as recruiter aides. This award will be valid while performing satisfactorily on this duty, and at the discretion of the CO may be continued.

b. Marines transferred after a successful tour of duty as a DI, recruiting duty, and MSG duty while a member of the Active component will have the 100-point award continued by the CO of the Reserve unit to which transferred.

c. Continuation of the 100-point award upon transfer to a component of the SMCR is subject to continued satisfactory performance in the SMCR.

3. The below UD statement will be used to award the special duty bonus points. For Marines awarded the 100 points as a result of the successful completion of a tour of duty, the termination date will be 1 year from the date of transfer.

TTC 334 000            SPL DU BONUS 100 TERM\_\_\_\_\_|

8-byte ED (YYYYMMDD) termination \_\_\_\_\_↑

4. The below UD statement will be used to delete the 100-point award in the case of the Marine who becomes ineligible for the award (for example, upon a Marine's promotion from LCpl to Cpl or CO's determination).

TTC 334 001    SPL DU BONUS PTS DELETE|

5. Special duty bonus points will appear on the Record of Service (ROS).

70606. MANUAL COMPOSITE SCORE ENTRY.

To manually enter/delete composite scores:

TTC 287 001    COMPOSITE SCORE\_\_\_\_\_ED\_\_\_\_\_| (MMPR ONLY)

Composite score \_\_\_\_\_↑

8-byte ED (YYYYMMDD) of quarter \_\_\_\_\_↑

TTC 288 000            \_\_\_\_\_DELETE CPL COMPOSITE SCORE|

TTC 288 001            \_\_\_\_\_DELETE LCPL COMPOSITE SCORE|

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

70607. NOT RECOMMENDED FOR PROMOTION (TTC 191).

1. When a Marine is not recommended for promotion, per MCO P1400.32, report by the 15th of each month prior to the month, during the quarter that the Marine is not recommended for promotion. Report as follows:

TTC 191 000            NOT REC PROM|HIST:\_\_\_\_\_|

**NOTE:** A Marine must be properly counseled and a page 11 entry remark recorded in the SRB, per MCO P1070.12, **when not recommended for promotion.**

2. When a not recommended for promotion entry is reported erroneously, report as follows:

TTC 191 001            REC PROM|

70608. NCO REMEDIAL PROMOTION PROCESS. (TTC 287)

1. Two transactions exist that are used to request a recomputation of a composite score and remedial consideration for promotion to Corporal or Sergeant for an individual Marine. The instructions are shown below:

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a. The first transaction is used to recompute data for the current promotion quarter. It may be used to enter any rifle score, PFT score, Special Duty Points for DI duty/MSG duty/Recruiting duty, Off Duty Education Bonus Points or Command Recruiting Bonus Points that were received late or were not reported in a timely manner. In addition, this statement will check the average of the Pro and Con marks in a Marine's record and if the average has changed, it will use the new average in the MCTFS record to recompute the composite score. Any remedial requests that fall outside the current promotion month or require the adjustment of elements other than those named above must be submitted in accordance with the instructions outlined in MCO P1400.32.

```

TTC 287 002  ___ REQ RECOMPUTE COMP SCORE ___  ___  ___  ___  ___ PROM QTR ___ |
8-byte DOA  ___  ↑
YYYYMMDD
3-byte Rifle Score _____ ↑
('S' ___)
3-byte PFT Score _____ ↑
3-byte Spl du Bonus Points _____ ↑
(DI/RCTR/MSG)
3-byte Off Duty Educ Bonus Points _____ ↑
Command Rctr Bonus Points _____ ↑
(20 byte increment up to 100)
6-byte current promotion quarter date (YYYYMM) _____ ↑

```

**NOTE:** Only report scores or points that are different from what was used in the original computation of the composite score. Any information that is not different should be blanks.

b. The second transaction allows a unit to request remedial consideration for promotion if a recomputed composite score was not posted quickly enough for the select grade process to consider the Marine for promotion eligibility. The remedial consideration entry will compare the promotion effective date entered in the statement with the date entered by HQMC (MMPR-2) for the current month's promotion. Report as follows:

```

TTC 287 003  ___ REQUEST REMEDIAL SELECTION TO ___ ED ___ |
Action Date  ___  ↑
(YYYYMMDD)
3-byte Grade _____ ↑
8-byte ED _____ ↑

```

70608. CUTTING SCORE TABLE (MMPR). The cutting score tables for promotions to corporal and sergeant are entered by HQMC using an on-line terminal. Cutting scores for promotion must be entered not later than the 20th of the month prior to the month the promotions are to be effected. The select grade date must be future dated to the 1st day of the month after input. This system accepts a future date of zeros only. Report eight zeros to correct erroneous entries.

70609. WILL NOT PROMOTE (TTC 193).

1. CO's, who for good and sufficient reason per MCO P1400.32, no longer desire to promote otherwise qualified Marines in the grades of PVT through CPL, with a select grade in MCTFS, must enter a WILL NOT PROMOTE entry by the 15th of the promotion month. The entry is not permanent and is automatically erased upon completion of the process that selects personnel to be promoted. Report as follows:

```

TTC 193 000  WILL NOT PROMOTE|

```

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\*\*MCTFS SCREEN\*\* (DLT) PROJECTED COMPOSITE SCORE WORKSHEET

TJEP CSPW 04/15/1999  
 TUJOI1 ENTER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 14:30:38  
 SSN: XXXXXXXXXX NAME: XXXXXX, XXXXXXXX X PAGE: 01  
 RUC: XXXXX COMPANY CODE: M PRES-GRADE: E4 RECSTAT: 0 COMP CODE: 11  
 PLT CODE: XXXX TRNGRP: R-RECSTAT: RCOMP CODE:  
 DOR: 19970101 PEBD: 19941107 AFADBD: 19941107  
 IMOS: 00000 PMOS: 0131 MCC: LA9

	SCORE	EFFECTIVE
GMP TOTAL	440	
AVG DUTY PROFICIENCY TOTAL	490	
AVG DUTY CONDUCT TOTAL	490	
SELF EDUCATION POINTS TOTAL	30	
TIG (MONTHS) 030 X 5 =	150	
TIS (MONTHS) 056 X 2 =	112	
DI/REC/MSG BONUS 000 X 1 =	000	
COMMAND RECRUITING BONUS 000 X 1 =	000	
COMPOSITE SCORE =	1712	19990415

PRO/CON CUTOFF: 19990220 TIG/TIS CUTOFF: 19990630 FROM QTR: 199904

	CLASS	RATING	SCORE	EFFECTIVE
RIFLE MARKSMANSHIP	S36=SS	4.2		199510
PFT	248=1ST CLA	4.6		1998
SUBTOTAL		08.8		

GMP SUBTOTAL 08.8 DIVIDED BY 2 = 4.4 X 100 = 440

PROFICIENCY	CONDUCT	OCC	SCORE	EFFECTIVE
-------------	---------	-----	-------	-----------

AVG DUTY PROFICIENCY	4.9 X 100 =	490
AVG DUTY CONDUCT	4.9 X 100 =	490

MCI COURSE NUMBER	COURSE TITLE	GRADE	EFFECTIVE
0210BZ	TERRORISM AWARENESS	A	19990323
0118JZ	SPELLING	A	19990324

SCORE

MCI TOTAL	2 X 15 =	30
SELF EDUCATION POINTS TOTAL (MAX OF 75)	=	30

COLLEGE/TESTS	SCHOOL & LOCATION	CREDIT	GRADE	EFFECTIVE
OFF DUTY EDUCATION TOTAL	0 X 10 =	00		
SELF EDUCATION POINTS TOTAL (MAX OF 75)	=	30		

Figure 7-1--COMPOSITE SCORE WORKSHEET

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## SECTION 7: PROMOTIONS

### 70700. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Promotions. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
052 000 PROM _____ PERM DOR _____ ED _____	HQ REG RES	N	Y
052 001 PROM _____ TEMP DOR _____ ED _____	HQ REG RES	N	Y
052 002 PROM _____ MERIT CBT DOR _____ ED _____	HQ REG RES	N	Y
052 003 PROM _____ MERIT DOR _____ ED _____	HQ REG RES	N	Y
052 004 PROM _____ PROB DOR _____ ED _____	HQ REG RES	N	Y
052 005 PROM _____ REENL DOR _____ ED _____	HQ REG RES	N	Y
053 000 PROM RESTR 3 MOS	HQ REG RES	N	N
053 001 PROM RESTR 6 MOS	HQ REG RES	N	N
053 002 PROM RESTR 12 MOS	HQ REG RES	N	N
053 003 PROM RESTR TERM	HQ REG RES	N	N
053 004 PROM RESTR ADMIN SEP PEND 12 MOS	HQ REG RES	N	N
053 005 PROM RESTR 18 MOS	HQ REG RES	N	N
054 000 ACCEPT APPT _____ PERM USMC DOR _____ ED _____	HQ REG	N	N
054 001 ACCEPT APPT _____ PERM USMCR DOR _____ ED _____	HQ REG	N	N
054 002 ACCEPT APPT _____ TEMP USMC DOR _____ ED _____	HQ REG	N	N
054 003 ACCEPT APPT _____ TEMP USMCR DOR _____ ED _____	HQ REG	N	N
054 004 ACCEPT APPT _____ PERM USMCR DOR _____ ED _____	HQ RES	N	Y
066 000 APPT _____ DOR _____ LCN _____ ED _____	HQ RES	N	Y

### 70701. PROMOTION (ENLISTED ONLY) (TTC 052).

1. A member's grade may be changed through promotion or reduction for various reasons. The MCO P1400.32 is the primary authority for all enlisted promotions. The following guidelines are provided:

a. The ED of promotion will always be equal to the DOR, **except** for Marines who are meritoriously promoted upon completion of a formal school. The ED of promotion for those Marines will be equal to the school graduation date.

b. Promotions on newly joined Marines will be reported on the UD following the processing of the JOIN UD. Promotions on Marines in receipt of PCS/Separation orders will be reported one UD **prior to** the UD which reports the transfer or separation.

c. If a Marine's promotion date was prior to the start of ADSW but not reported on the UD, the Reserve reporting unit may report the promotion while the Marine is on **active duty** as long as the RESERVE-RECORD-STATUS-CODE is equal to '5', '6', '7', 'F', 'G', 'M' or 'O'. This entry must be reported prior to or during the ADSW period. It may not be reported once the Marine returns from ADSW.

d. When a Marine is promoted above the grade ceiling for the PMOS held and his/her MOS has not been automatically changed, commanders should change the Marine's PMOS to the career progression MOS unless the MOS manual specifically requires completion of career progression training prior to assigning that MOS. The Marine is technically dropped from the MOS monitor of the invalid MOS and not picked up by the appropriate MOS monitor until the MOS is changed (i.e. 0193|0369|3529, or meritorious, etc.)

e. Promotions will be reported with the following appropriate statement:

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TTC 052 000 PROM \_\_\_\_ PERM DOR \_\_\_\_ ED \_\_\_\_ |HIST: \_\_\_\_ |

or

TTC 052 001 PROM \_\_\_\_ TEMP DOR \_\_\_\_ ED \_\_\_\_ |HIST: \_\_\_\_ |

or

TTC 052 002 PROM \_\_\_\_ MERIT CBT DOR \_\_\_\_ ED \_\_\_\_ |HIST: \_\_\_\_ |

or

TTC 052 003 PROM \_\_\_\_ MERIT DOR \_\_\_\_ ED \_\_\_\_ |HIST: \_\_\_\_ |

or

TTC 052 004 PROM \_\_\_\_ PROB DOR \_\_\_\_ ED \_\_\_\_ |HIST: \_\_\_\_ |

or

\*\*TTC 052 005 PROM \_\_\_\_ REENL DOR \_\_\_\_ ED \_\_\_\_ |HIST: \_\_\_\_ |

\*\* = (NOT CURRENTLY USED)

Alpha abbreviation for grade (i.e., LCpl, Cpl, Sgt) from MCO P1080.20

8-byte DOR (YYYYMMDD)

8-byte ED (YYYYMMDD)

Report the authority for all meritorious promotions and promotions to the grades of Cpl and Sgt

f. SEL GRADE input is required by CMC (MMPR) for permanent promotion to Cpl or Sgt per paragraph 70804.

3. All promotions to the grades of SSgt and above will be entered into the MCTFS by the CMC (MMPR). The entry "PROM (GRADE) PERM DOR (YYYYMMDD) PREC (00000000) (YYYYMMDD)" will appear on the unit's DFR once processed.

4. Marines promoted with an incorrect DOR or ED require submission of a remedial promotion request to the CMC (MMPR-2). If approved, the DOR will be reported by CMC (MMPR) and will include a HIST: statement directing the RU to submit a NAVMC 11116 to the DO/FO to adjust pay and allowances. This is unit's authority.

## 5. PFC and LCpl.

a. The unit will effect the promotion with DOR and ED of the 1<sup>st</sup> day of the month. This applies for Marines who are in a transit or leave status or who were not promoted because of administrative oversight.

b. The UD entry will input the DOR and ED of regular promotions as of the 1<sup>st</sup> day of the month.

c. PFC's promoted late with an incorrect DOR or ED will have the DOR administratively corrected by the unit. The unit will input the correct DOR and ED. For all promotions to PFC there is no requirement to request remedial consideration or to petition the BCNR.

## 6. Cpl and Sgt.

a. When a select grade flag shows in MCTFS, the RU will effect the promotion with DOR and ED of the 1st day of the month. This applies for Marines who are in a transit or leave status or who were not promoted because of administrative oversight.

b. The RU will report the DOR and ED of regular promotions as of the 1st day of the month.

c. Where a select grade flag exists, there is therefore no requirement to request remedial consideration or to petition the BCNR for a late promotion. Commands must still

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request promotion authority from the CMC (MMPR-2) if for any reason the select grade flag does not appear.

## 7. Meritorious Promotions.

a. Command meritorious promotions will be effected with DOR and ED of the 2nd day of the month.

b. Meritorious promotions as a result of completion of a formal school will be effected with DOR of the 2nd of the month and ED of the date of graduation.

## 8. Effecting Promotions.

a. For PFC through Sgt, receipt of a DFR message authorizing remedial promotion and a backdate of rank will constitute authority to prepare a certificate of appointment using the corrected DOR and ED. Cite the appropriate Marine Corps Bulletin or MCO P1400.32. **Do not cite the DFR.**

b. Approved remedial SNCO promotions and approved backdate of the DOR for SNCO promotions will be reported by CMC (MMPR-2) with the DOR that would have been issued had the Marine been selected by the regularly scheduled board. CMC (MMPR-2) will forward, via separate correspondence, the authority to prepare the certificate of appointment.

## 70702. ENLISTED RESTRICTED PROMOTIONS/INELIGIBILITY FOR PROMOTION (TTC 053).

1. Six TTC's have been created to restrict enlisted promotions for reason other than punitive action or weight control assignment (i.e. confirmed drug involvement, awaiting administrative separation, etc.). To correct an erroneous promotion restriction, a promotion restriction termination entry will be reported. Refer to MCO P1400.32C.

a. When restricting enlisted promotions, report as follows:

		<u>RESTR CODES</u>
TTC 053 000	PROM RESTR 3 MOS	1
8 byte DOA (YYYYMMDD)	↑	
TTC 053 001	PROM RESTR 6 MOS	2
8 byte DOA (YYYYMMDD)	↑	
TTC 053 002	PROM RESTR 12 MOS	3
8 byte DOA (YYYYMMDD)	↑	
TTC 053 005	PROM RESTR 18 MOS	6
8 byte DOA (YYYYMMDD)	↑	

b. To restrict promotions for 12 months when a Marine is being placed in a promotion restriction status due to being recommended for an administrative separation, report as follows:

TTC 053 004	PROM RESTR ADMIN SEP PEND 12 MOS	5
8 byte DOA (YYYYMMDD)	↑	

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c. To terminate enlisted promotion restrictions, report TTC 053 as follows:

TTC 053 003 \_\_\_\_\_ PROM RESTR TERM|  
 8 byte DOA (YYYYMMDD) \_\_\_\_\_ ↑

2. An advisory will be generated for members within the final month of a restricted promotion status period to remind commanders that the restricted promotion period will expire within 30 days. The new promotion restriction status codes will prevent the select grade advisory for the grades of Private through Corporal for the restricted period. If warranted, TTC 053 003 (PROM-RESTR-TERM) will be reported to terminate promotion restriction and reinstate eligibility for promotion prior to the system generated termination date. This transaction will restore the promotion restriction code to a non-restricted status, and when the member is eligible, a select grade will be generated.

3. If a member is already in a restricted status, and has another administrative/punitive action during this time, and the restriction termination date for the second action is less than the first restriction termination date, the first restriction period and code will remain valid. For **EXAMPLE**, reporting a **SCM AWD 20010401** establishes a restriction status code of '2' and a termination date of 20010930. The member then receives NJP and the transaction **NJPAWD 20010501** is reported. Since the NJP restriction period does not exceed the SCM restriction, MCTFS will keep the restriction code and period for the SCM. Consequently, if the **NJP AWD is 20010901**, a restriction code of '1' (3 months) will be established with a termination date of 20011130 since it exceeds the SCM restriction period.

70703. ACCEPT TEMPORARY OFFICER APPOINTMENT (TTC 054).

1. Prior to accepting a temporary officer appointment, the Marine's enlisted status is suspended for the duration of service as a temporary officer. Although the Marine is not discharged, the action is often referred to as a DROP. Commands can request guidance from CMC (MMPR-1).

2. The suspension of the enlisted status and the gain into the officer status will be reported on the date of acceptance of the temporary appointment. The suspension of enlisted status and acceptance of the officer appointment will be reported as follows:

TTC 054 002 ACCEPT APPT \_\_\_\_\_ TEMP USMC DOR \_\_\_\_\_ ED \_\_\_\_\_ |HIST:ENL ACCT SUSPENDED

Abbreviation for  
the grade \_\_\_\_\_ ↑

8-byte DOR (YYYYMMDD) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

or

TTC 054 003 ACCEPT APPT \_\_\_\_\_ TEMP USMCR DOR \_\_\_\_\_ ED \_\_\_\_\_ |HIST:ENL ACCT SUSPENDED|

Abbreviation for the grade \_\_\_\_\_ ↑

8-byte DOR (YYYYMMDD) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

3. Officers with Prior Enlisted Service.

a. Commissioned officers in pay grade O-1, O-2, or O-3 are entitled to a special rate of pay for that grade if the officer has a combined total of over 4 years active service as a warrant officer/enlisted member. In computing this active warrant officer and enlisted service, include active duty for training in a warrant officer and enlisted status. This special pay code will be reflected in block 6 of the LES as either O1E, O2E, or O3E. This information must be reported on the UD as part of the entry that reports the acceptance of



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the appointment. If this information is found to be missing subsequent to acceptance, **the RU will enter the correct data.** Report special pay for Marine officers who hold a regular commission as follows:

TTC 128 004                      SPL PAY OFF 4 YRS ENL SERV|

b. Report an advance leave balance being carried forward, if applicable, per Section 1 of this chapter.

c. Report new Source of Entry code on officers who resigned their Regular appointment to accept a Reserve commission and are being transferred to the Marine Corps Reserve as recorded on their Appointment Acceptance and Record (NAVMC 763).

d. Report Source of Entry code on officers as reflected on the Appointment Acceptance and Record (NAVMC 763) when an officer is returning to the Reserve Establishment after being released from AD from a period of Extended Active Duty (EAD) (i.e., AR, Standard Written Agreement (SWAG), recall to AD).

70703. ACCEPT PERMANENT OFFICER APPOINTMENT (TTC 054).

1. When an enlisted Marine is discharged to accept a permanent officer appointment, the drop and acceptance of appointment will be reported for the date of acceptance as follows:

TTC 054 000    ACCEPT APPT \_\_\_\_\_ PERM USMC DOR \_\_\_\_\_ ED \_\_\_\_\_ |    HIST:ENL ACCT DROP HONDIS  
COFG|

Input 2NDLT or WO  
for the grade \_\_\_\_\_ ↑

8-byte DOR (YYYYMMDD) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

or (personnel in holding RUC 30396 only):

TTC 054 001    ACCEPT APPT \_\_\_\_\_ PERM USMCR DOR \_\_\_\_\_ ED \_\_\_\_\_ |    HIST:ENL ACCT DROP  
HONDIS COFG|

Input 2NDLT or WO  
for the grade \_\_\_\_\_ ↑

8-byte DOR (YYYYMMDD) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

a. Report the officer's primary MOS and the SPL PAY OFF 4 YRS ENL SERV entries.

b. Report an advance leave balance being carried forward, if applicable per Section 1 of this chapter.

2. When an enlisted Marine reservist is selected for appointment to WO or 2ndLt, the CMC (MROA) must report the select statement prior to the RU taking appropriate action as described below. The individual is required to complete any requirements set by the CMC (MROA) and sign the Appointment Acceptance and Record (NAVMC 763). Report as follows:

TTC 054 004    ACCEPT APPT \_\_\_\_\_ PERM USMCR DOR \_\_\_\_\_ ED \_\_\_\_\_ |    HIST:ENL ACCT  
DROP HONDIS COFG|

Input WO or 2NDLT  
for the grade \_\_\_\_\_ ↑

8-byte DOR (YYYYMMDD) \_\_\_\_\_ ↑

↑

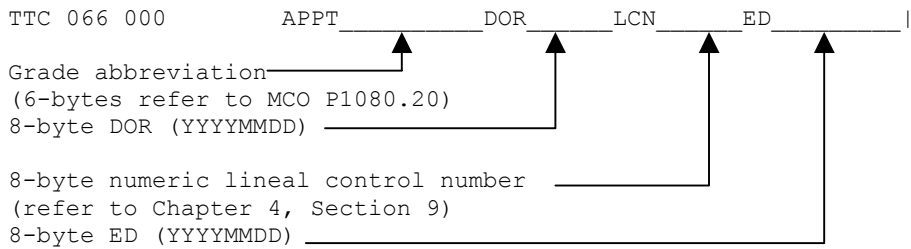
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8-byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE:** Additionally, MOS, Current Source of Entry, and Special Pay O-1, O-2, O-3, etc (4 years **active** enlisted and/or WO service) must be updated as required.

70704. PROMOTIONS PRESENT GRADE (MMPR-1 (OFFICERS) MMPR-2 (SNCO'S)/MCRC (MROA)).

An entry to update present grade normally indicates an elevation in grade within the same status; for example, an enlisted Marine being promoted to a higher grade. Officer appointments and Staff Noncommissioned Officer promotions will be entered by CMC (MMPR, MCRC). Report as follows:



70705. PROMOTION (OFFICER ONLY)

1. The appointment of an officer on the rolls of the MCTFS to a higher grade is reported into the MCTFS at HQMC and UD reporting by field units is not authorized.

2. All other information in the MCTFS relating to officers' grades, including present grade and permanent grade, is reported by HQMC and any discrepancies should be reported to the CMC (MMPR-1) for resolution. All HQMC reported data will appear in the RU's DFR as HQMC input.

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## SECTION 8: GRADE CHANGES

70800. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Grade Changes, such as Present Grade, Grade Reduction, Permanent Grade, Not Recommended for Promotion, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

				REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
049	000	TERM TEMP APPT SPD _____		HQ REG RES	N	N
050	000	PRES GRADE _____ DOR _____ ED _____		HQ RES	N	N
059	000	PERM GRADE _____ DOR _____		HQ RES	N	N
067	000	PAY GRADE _____		HQ REG RES	N	N
068	000	SEL DELETE		HQ RES	N	N
068	001	SEL _____		HQ RES	N	N
068	002	SEL _____		HQ RES	N	N
320	000	RESTORE GRADE TO _____ MERIT DOR _____ ED _____		HQ REG RES	Y	N
320	001	RESTORE GRADE TO _____ PERM DOR _____ ED _____		HQ REG RES	Y	N
320	002	RESTORE GRADE TO _____ PROB DOR _____ ED _____		HQ REG	Y	N
320	003	RESTORE GRADE TO _____ TEMP DOR _____ ED _____		HQ REG RES	Y	N
320	004	RESTORE GRADE TO _____ MERIT CBT DOR _____ ED _____		HQ REG	Y	N
888	000	PRES GRADE SPECIAL RANK CODE _____		HQ RES	N	N

**NOTE: For GRADE REDUCTIONS see Section 5 of this chapter.**

70801. PERMANENT GRADE (TTC 059).

A permanent grade entry provides for changing or correcting the Master File when members are promoted to a higher permanent grade, temporary officers with a permanent enlisted grade, or when information in MCTFS relative to permanent grade is erroneous.

TTC 059 000                  PERM GRADE \_\_\_\_\_ DOR \_\_\_\_\_ | (CMC (MMPR) will report for officers).  
   (RU's for enlisted)

6-byte Grade      \_\_\_\_\_ ↑                                     ↑  
 (from MCO P1080.20)  
 8-byte ED (YYYYMMDD)      \_\_\_\_\_

70802. PAY GRADE FOR OTHER SERVICE PERSONNEL (TTC 067)

Upon joining, promoting or reducing other service personnel, report this TTC. (Pay grade is reported for civilian personnel using the MOS entry). Report as follows:

TTC 067 000                      PAY GRADE \_\_\_\_\_ | (Active Duty)  
 2-byte A/N pay grade            \_\_\_\_\_ ↑

## 70803. SELECTED GRADE (TTC 068).

1. This transaction will be entered in response to a request from the RU's for remedial consideration of promotion (LCPL for PFC, Capt for 1<sup>ST</sup> LT). Report as follows:

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TTC 068 001      SEL \_\_\_\_\_ | (CMC (MMPR) ONLY)

8-byte DOA      ↑      ↑

Grade abbreviation  
from MCO P1080.20      ↑

- To establish selected grades for MSgt through SgtMaj, report as follows:

TTC 068 002      SEL \_\_\_\_\_ | (CMC (MMPR/MROA) ONLY)

2-byte Grade abbreviation      ↑      ↑

from MCO P 1080.20      ↑

1-byte Selected grade status code,  
S-SGTMAJ, F-1STSGT,  
M-MGYSGT/MSGT ONLY      ↑

- To delete the Selected Grade Code:

TTC 068 000      SEL DELETE|

## 70804. REVERT OF TEMPORARY OFFICER TO PERMANENT ENLISTED STATUS (TTC 049/059).

Termination of temporary appointment for reversion to permanent enlisted status will be reported on the date when the Marine resumes enlisted status. Report as follows:

TTC 049 000      \_\_\_\_\_ TERM TEMP APPT SPD \_\_\_\_\_ | HIST:ESTAB ENL ACCT|

8-byte ED (YYYYMMDD)      ↑      ↑

of termination of  
appointment      ↑

Separation designation number  
provided by the CMC (MMSR)  
via the DFR      ↑

## 70805. SPECIAL GRADE DATA (TTC 059).

A special grade data entry provides instructions to change the MCTFS when information relative to special grade data is erroneous or is changed by HQMC.

- For enlisted Marines or enlisted serving as temporary officers report as follows:

TTC 059 000      PERM GRADE \_\_\_\_\_ DOR \_\_\_\_\_ | (MMPR/MISSO)

3-byte grade abbreviation      ↑      ↑

from MCO P1080.20      ↑

8-byte DOR (YYYYMMDD)      ↑

## 70806. GRADE CORRECTION/ADJUSTMENTS (TTC 050).

A grade correction entry is used to correct present grade data. This type action will also be entered by CMC (MMPR) to credit professional personnel with service for advanced education. To correct the DOR or ED use the correction methods described in Chapter 2.

TTC 050 000      PRES GRADE \_\_\_\_\_ DOR \_\_\_\_\_ ED \_\_\_\_\_ | (CMC (MMPR) ONLY)

3-byte grade abbreviation      ↑      ↑      ↑

(per MCO P1080.20)      ↑

8-byte DOR (YYYYMMDD)      ↑

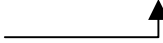
8-byte ED (YYYYMMDD)      ↑

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70807. PRESENT GRADE SPECIAL RANK CODE (TTC 888)..

To update Reserve, Active Duty and Retiree Records, report using reserve RUCs 88711, 88712, 88713, 88730, 88890, 88891 or 88888 only.

TTC 888 000          PRES GRADE SPECIAL RANK CODE \_\_\_\_\_ | (HQMC, MISSA)

1-byte present grade special rank code      

<u>CODE</u>	<u>ABBREVIATION</u>	<u>DESCRIPTION</u>
A	PERM	Permanent Grade
B	TEMP	Temporary Grade (Enlisted)
C	MERIT CBT	Meritorious Combat Grade
D	MERIT	Meritorious Grade
E	PROB	Probational Grade
G	PERM	SgtMaj (E9)/1stSgt (E8) Permanent Grade
H	TEMP	SgtMaj (E9)/1stSgt (E8) Temporary Grade
I	RED ADMIN	Reduction (Administrative)
J	TEMP APPT	Temporary Appointment (Officer)
K	TEMP STAT	Temporary and Statutory Appointment (Officer)
L	---	CMC or Former CMC
M	PERM	MGySgt (E9)/MSgt (E8) Permanent Grade
N	TEMP	MGySgt (E9)/MSgt (E8) Temporary Grade
P	RED (GRADE)	Reduction (Punitive)
R	RESTORED GRADE	Restored to a Grade
S	---	SgtMaj USMC or Former SgtMaj USMC
T	STAT	Statutory Appointment (Officer)
Y	TEMP PROF	Temporary Professional
Z	STAT PROF	Statutory Professional
0		Non Applicable

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### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A (DoDFMR, Vol. 7A) <http://www.dtic.mil/comptroller/fmr/>.
  2. Joint Federal Travel Regulations (JFTR) <http://www.dtic.mil/perdiem/trvl.html>
  3. MCO P1000.22, Marine Corps Housing Management Manual.
  4. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
  5. MCO P1741.8, Government Life Insurance Manual.
  6. MCO P1751.3, Basic Allowance for Quarters(BAQ) for Marines with Dependents.
  7. MCO P5800.16 Legal Administration Manual
  8. MCO 10110R.1, Issue and Sale of Meals to Selected Marine Corps Reserve (SMCR) Personnel.
  9. MCO 10110.40, Management/Accountability of Packaged Operational Rations.
  10. MCO 10110.47, Basic Allowance for Subsistence (BAS).
  11. MCO P10120.28, Individual Clothing Regulations, (ICR).
  12. CMC, M&RA Message 221450Z Mar 96 (ALMAR 108/96).
  13. DFAS 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>).
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## SECTION 1: COST-OF-LIVING ALLOWANCE (COLA)

### 80100. INTRODUCTION.

1. This Section pertains to COLA Allowance. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
013 000 STOP COLA ( ) ED	HQ REG	Y	Y
014 000 STRT COLA- ( ) ED	HQ REG	N	Y
015 000 COLA ADJUST	HQ REG	N	N
026 000 COLA CHECKAGE	HQ REG RES	N	N
276 000 STRT CONUS COLA ( ) ED	HQ REG	N	Y
277 000 STOP CONUS COLA ( ) EFF	HQ REG	N	Y

Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A, MCTFS APSM and JFTR. **Refer to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 9 and 12 and the MCTFS APSM). It is imperative that all PAAN's, SAAN's, TAN's, SAO's, PAA's and MISSO advisories are read and maintained at the reporting unit level.

### 80101. CONTINENTAL UNITED STATES COST-OF-LIVING ALLOWANCE (CONUS COLA) (TTC 276/277).

1. The Continental United States Cost-of-Living Allowance (CONUS COLA) has been authorized for the purpose of assisting Marines in defraying non-housing costs in high cost areas in CONUS. These include costs of transportation, goods and services such as food, clothing, medical and personal care, and recreation. CONUS COLA rates are established for ZIP codes throughout the CONUS. The CONUS COLA rate that applies to the Marine is normally based on the ZIP code of the permanent duty station (PDS). Entitlement to CONUS COLA at the rate prescribed for a particular PDS begins the day the member reports to a PDS where there is a CONUS COLA rate prescribed. CONUS COLA is a monthly entitlement based on a 30 day month and is subject to federal and state tax withholding, but not FICA deductions. The JFTR, Volume 1, chapter 8, establishes circumstances and rates of CONUS COLA entitlement. **All members assigned to an area entitled to CONUS COLA are entitled to the CONUS COLA regardless of whether or not they are in receipt of BAS.** You must have detailed knowledge of the references to determine and properly report individual entitlements to CONUS COLA.

2. A NAVMC 11106 (Application for Cost-of-Living Allowance) is required when CONUS COLA is requested and approved, if applicable, for dependent(s) whose location is other than the member's PDS. No application is required for the member to receive CONUS COLA at the PDS location ZIP code.

3. When the CONUS COLA entitlement is based on the member's PDS, the CONUS COLA is started automatically by the MCTFS when TTC 020/022 (JOIN) is reported with the exception of those RU's listed in paragraph 6 below. However, a Marine is required to submit an application when the CONUS COLA is for payment at a location other than the PDS for the member and/or dependents. Refer to the JFTR, Volume 1, for situations when a member could be entitled to CONUS COLA for a location other than the PDS when the PDS is in CONUS. All applications in these situations will be submitted to the CMC (Code MM) for secretarial determination. Secretarial determinations for CONUS COLA and BAH should be requested at the same time.

a. When a CONUS COLA entitlement exists at a location other than the member's PDS,

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complete the NAVMC 11106 (original and one copy) as follows:

(1) Complete part A.

(a) Check "For Members Only" if payable at the without dependent rate.

(b) Check "For Member and Dependents" if payable at the with dependent rate.

(c) Check "For Member's Dependents Only" if payable at the with dependent rate and the member's PDS is outside CONUS.

(2) Complete part B (self explanatory).

(3) Part C - Complete the appropriate information for the primary dependent for whom the CONUS COLA rate applies. A signature and date of signature are required.

(4) Part D - Completion of this part is not required.

(5) Remarks Section - Indicate the application is for CONUS COLA by entering "CONUS COLA". Additionally, enter the ZIP code of the primary dependent for whom the CONUS COLA rate applies.

(6) If a secretarial determination was obtained under the provisions of the JFTR, file it in the member's OQR/SRB and it must be retained until the member reports to a new PDS.

b. After reviewing the information on the CONUS COLA application and/or Secretarial determination, as applicable, the Unit Commander or designated representative will approve the application by completing part F.

c. After approval, the Unit Commander will:

(1) File the original approved application in the Marine's OQR/SRB. Only the most current form will be retained.

(2) Return the duplicate copy to the Marine.

4. The MCTFS will automatically start and stop CONUS COLA entitlement based on the reporting of a member's new PDS (TTC 020/022, JOIN), within CONUS. However, the CO must report:

a. Starts, for member's in the RU's listed in paragraph 6 below, are based on location of the member's actual PDS, not the location to which administratively joined.

b. To start CONUS COLA for members who are required to submit an application:

TTC 276 000                      STRT CONUS COLA    ( ) ED    |  
5-byte numeric ZIP code                      ↑                      ↑                      ↑  
1-byte alpha dependent Code (W for with  
dependents or O (zero) for without dependents)  
8-byte ED (YYYYMMDD)                      \_\_\_\_\_

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c. Use the following statement to report STOP CONUS COLA:

TTC 277 000                      STOP CONUS COLA (     ) EFF     |  
1-byte alpha dependent Code                      ↑                      ↑  
(W for with dependents or  
0 (zero) for without dependents)  
8-byte ED (YYYYMMDD)                      |

5. The Unit Commander, or FO, using DEL/ERR, Miscellaneous Credit (TTC 694), or Checkage (TTC 693) entries as required will make corrections.

6. CONUS COLA will continue during the transient period between PDS's when the Marine is executing PCS orders. The FO at the new PDS is required to deduct CONUS COLA for the number of travel days allowed for direct travel between PDS's in the same manner as is currently required of BAH entitlements. CONUS COLA will be computed and deducted as required by the JFTR.

7. If a location of PDS is different from that of the RU, ensure that the ZIP code reported matches the location to which the Marine was ordered. The following units are comprised of personnel whose PDS's are located at a place other than the RU: 02403, 54003, 54008, 54026, 54042, 54800 through 54848, 54861, 54863, 80001, 81001, 83001, 84001, 85001, and 87001. This listing of RU's is **not all-inclusive**, as many other RU's in the Marine Corps may have personnel administratively joined. Marines participating in the Excess Leave Program(LAW) ELP(L) do not come under this exception.

8. When both husband and wife are members, each is entitled to a CONUS COLA. This service spouse entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case will a spouse who is also a member on AD be considered as a dependent for entitlement purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA will be paid, one spouse at the with dependent rate, and the other spouse at the without dependent rate.

9. A member with dependents, who is authorized BAH at the "with dependent" rate (grandfathered members who were assigned government quarters and receiving BAH at the "with dependent" rate based solely on the payment of child support on December 4, 1991) or BAH-DIFF (BAH Difference) solely because the member is paying child support, is entitled to CONUS COLA at the "without dependent" rate. This includes members in receipt of BAH DIFF for child support purposes, who have no other dependents, are not entitled to CONUS COLA for themselves, if entitled at their PDS location. A member who comes under these provisions, whose PDS is outside of CONUS, is not entitled to CONUS COLA.

10. Newly inducted, enlisted or reenlisted members, officers, or officer candidates are entitled to CONUS COLA at the rate prescribed:

a. For members without dependents, the rate will change on the day the member arrives at each newly assigned duty location until the member arrives at the designated initial PDS; **or**

b. For members with dependents, the rate will be based on the location of the primary dependent until the day before the day the member arrives at the member's initial PDS. Members with dependent(s) must submit an application for CONUS COLA to be paid for the location of the primary dependent upon reporting for AD.

11. Entitlement to CONUS COLA for a reservist assigned to AD is dependent upon the length of AD being performed. When a reservist is entitled to CONUS COLA, a deduction for PCS travel time must be made by the FO as required by the JFTR, chapter 8, and MCO P7220.31. The following guidelines are provided for further clarification:

a. Reservists ordered to AD for periods of less than 20 weeks are not entitled to CONUS COLA.

b. When the reservist is called or ordered to AD for a period of 20 weeks or more, CONUS

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COLA entitlement is based on the location from which ordered to AD, with an ED of the date assigned to AD. The rate then changes to the rate in effect at the AD location with an ED of the date of reporting to that location.

c. When the Marine reservist is initially called or ordered to AD for a period of 20 weeks or more, at any one location, and orders are subsequently modified resulting in the performance of a period of AD of less than 20 weeks, entitlement to CONUS COLA that commenced under subparagraph b above, will continue through the date of release from AD.

d. If orders are modified during the AD period and the period of additional AD when coupled with the time remaining to be served for the original AD period is 20 weeks or more, then entitlement to CONUS COLA exists at the location where AD is being performed with an ED of the date of the modification of orders.

**Example:** A Marine reservist is called or ordered to AD for a period of 16 weeks. At the end of the 4th week, the orders are modified to extend the AD by 10 weeks. The time remaining for the original period (12 weeks) when coupled with the additional period (10 weeks) exceeds 20 weeks; therefore, the CONUS COLA entitlement would commence at the geographic location where the AD is being performed with an ED of the date of modification. If, however, under like circumstances, the orders were modified at the end of the 10th week for an additional 10 weeks of AD, the CONUS COLA entitlement would not exist because the time remaining for the original period (6 weeks) when coupled with the additional period (10 weeks) is less than 20 weeks.

e. A Marine reservist called or ordered to AD in support of a contingency operation will be entitled to CONUS COLA at the rate prescribed for the location of his or her principal place of residence at the time called or ordered to AD.

12. For CONUS COLA, the MCTFS system will:

a. Compute the CONUS COLA rate based on the following data elements: Pay Grade, Years of Service, With or Without Dependent(s), and ZIP code of the member's PDS.

b. Automatically terminate CONUS COLA for a Marine reported to confinement or a non-pay status on the day prior to the ED of the confinement or non-pay status.

c. Retain the current plus 4 prior CONUS COLA rates and ED's.

d. Terminate CONUS COLA entitlement at the old PDS on the day prior to the date of reporting.

e. Not terminate CONUS COLA entitlement when a transfer for record purposes occurs between MCCs.

f. Generate Advisory and Error messages pertaining to CONUS COLA to the RU's DFR.

13. Reporting of TTC 020/022 (JOIN) will allow the CONUS COLA at the with dependent entitlement rate to continue when a member is joined to a new DS outside of CONUS.

14. The start CONUS COLA at the with dependents rate entry will fail when a member is in receipt of BAH-DIFF for child support purposes and has no other dependents.

15. When a start or change to a member's BAH is reported, the MCTFS will automatically update the member's entitlement to CONUS COLA, as applicable.

80102. COST-OF-LIVING ALLOWANCES (COLA/BARRACKS COLA) (TTC 013/014).

1. COLA is authorized to be paid in overseas areas (including Hawaii and Alaska) to offset a Marine's and/or family's living costs. This is accomplished by maintaining the Marine's purchasing power overseas so that it is equal to that of their counterparts in the CONUS. Entitlement to COLA is based on a Marine's geographic location, pay grade, years of service and, if applicable, the number and geographic location of a Marine's dependents. COLA is computed on a daily rate basis. The conditions of entitlement to COLA are described in the

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JFTR, Vol 1, chapter 9 and the method of computation, with examples, is contained in appendix L.

2. An application is required when COLA with dependents, or without dependents, is requested. Substantiating documents are not required for barracks COLA.

3. Barracks COLA is reported on the commander's UD without a Cola application. A Marine is required to submit an application when requesting COLA with dependents or without dependents.

a. Complete the NAVMC 11106 (original and one copy) as follows for COLA with dependents or without dependents:

(1) Complete part A.

(a) Check "For Member Only" if payable at the without dependent rate.

(b) Check "For Member and Dependents" if payable at the with dependent rate.

(c) Check "For Member's Dependents Only" if payable at the with dependent rate only, as applicable.

(2) Complete part B (self explanatory).

(3) Part C - Complete the appropriate information for the primary dependents for whom the COLA rate applies. Signature and date of signature are required.

b. After reviewing the information on the COLA application, the Unit Commander will approve the application by completing part D.

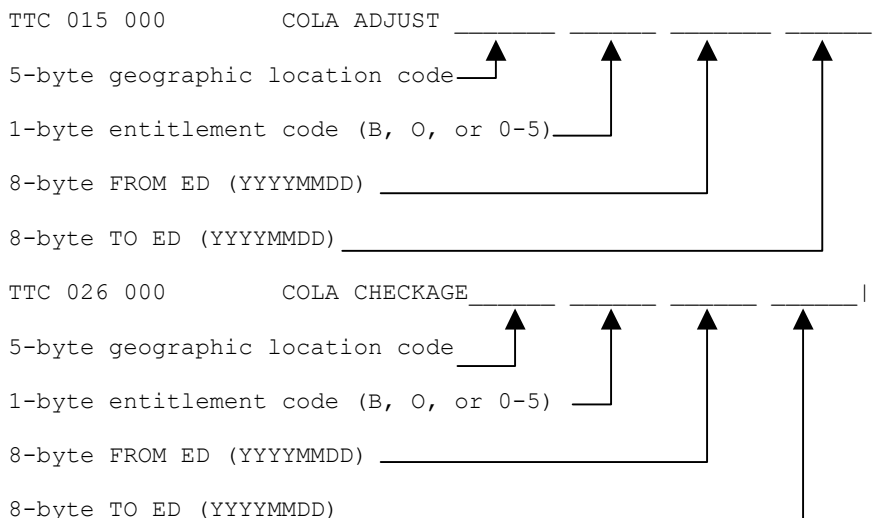
c. After approval, the original approved application will be filed in the Marine's SRB/OQR (only the most current form will be retained) and the duplicate copy returned to the Marine.

4. To report the START COLA and STOP COLA:

TTC 014 000      STRT COLA- \_\_\_\_\_ ( \_\_\_\_\_ ) ED \_\_\_\_\_ |  
5-byte geographic location code      ↑      ↑      ↑  
1-byte entitlement code (B, O, or 0-5)      ↑  
8-byte ED (YYYYMMDD)      \_\_\_\_\_  
TTC 013 000      STOP COLA ( \_\_\_\_\_ ) ED \_\_\_\_\_ |  
1-byte entitlement code (B, O, or 0-5)      ↑      ↑  
8-byte ED (YYYYMMDD)      \_\_\_\_\_

5. Corrections will be made by the FO using CRED COLA (TTC 522) and CHEK COLA (TTC 523) or by the Unit commander using the COLA ADJUST (TTC 015) or one-time CHEK (TTC 026) entries as required. Report a one-time COLA credit or a one-time COLA checkage as follows:

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**NOTE 1:** The first two characters are alpha and denote the country code. The remaining three characters are numeric and denote city, area, states, etc. within a country. Geographic location codes are contained in the JFTR, Vol. 1, appendix J.

**NOTE 2:** Entitlement Code. When a Marine's entitlement to COLA changes from barracks or without dependents to with dependents, report a STOP COLA entry using code B or O, as appropriate. Then, report a STRT COLA entry using a code from 0 through 5. Follow the same STOP/STRT sequence, substituting the appropriate entitlement codes, if entitlement changes from with dependents to barracks or without dependents. The entitlement codes are alpha or numeric, as follows:

O (Oscar)	Without dependents
0-5	Number of dependents
B	Barracks COLA

**NOTE 3:** The ED is the date of the initial entitlement or the date of the change of entitlement.

6. The MCTFS system will:

a. Compute the daily COLA rate based on the following data elements: pay grade, years of service, COLA Annual Compensation-Table I, number of dependents, COLA Average Annual Spendable Income-Table II, duty station geographical location and COLA index.

b. Automatically start COLA Barracks when members are joined to DSSN 5755, 6096, 6160, or 6795 if it was not already started by an en-route TDY or the new permanent duty location. The system will also assign the appropriate geographical location for entitlement based on the joining DSSN.

7. A STRT COLA entry terminates an existing COLA entitlement (within the same type, with or without dependents) and computes the new entitlement as of the ED of the new start. The MCTFS only retains COLA rates at the "current plus one prior" change amount. To adjust COLA before the last change, report the adjustment using TTC's 015 or 026, as appropriate.

8. A STRT COLA entry generates a systems edit for duplicate and/or overlapping periods of entitlement. If the new start date is later than the prior entitlement's stop date, the system creates a credit or checkage, as appropriate. For example, the MMPA of a Marine reflects COLA paid for the period 15 November 1997 through 31 March 1998. A change in entitlement occurs, and a new STRT transaction is reported with a start date of 28 March

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1998. The system will automatically credit or check the Marine's MMPA, as appropriate, for the overlapping period of 28 through 31 March 1998.

9. COLA is updated in the MMPA, without reporting a STOP/STRT COLA entry, when there is a:

a. Change to the COLA Annual Compensation Table, the COLA Spendable Income Table, or the COLA indexes.

b. Change of pay grade (promotion or reduction).

c. Change in longevity (years of service).

10. COLA is automatically terminated when a Marine is reassigned to a different MCC based on the transfer or join UD entry. When COLA is terminated based on a join entry, the Unit Commander of the gaining command will be advised on the on-line advisory report to review the Marine's account for required adjustments.

a. A new STRT COLA entry is required to update the MMPA when a Marine's dependent status changes or when the COLA status changes from COLA to barracks COLA or vice versa.

b. COLA is suspended based on diary entry reporting for CONUS leave. Suspension is effected on the 31st day.

c. COLA barracks and COLA without dependents are automatically terminated the day prior to the day a Marine is reported to confinement and duty status F, G, or H. For those Marines receiving COLA with dependents, the CO will be advised by on-line advisory report to reduce the command-sponsored dependents by one.

d. COLA entitlement will continue when members who are transferring for temporary duty within the same jurisdiction.

11. Whenever a reported COLA entitlement or a rate table/COLA index change occurs, resulting in a "zero" monetary entitlement for a marine, one of the following messages will appear in section F of the Marine's LES, as applicable.

a. "MR CURRENTLY ENTITLED TO COLA. COMPUTED AMT IS \$0.00."

b. "MR CURRENTLY ENTITLED TO COLA. COMPUTED AMT IS \$0.00 FROM (DATE)."

c. "COLA COMPUTED AMT IS \$0.00 THRU (DATE)."

**NOTE:** If the Marine becomes entitled to a monetary amount of COLA, the system will automatically recompute the entitlement and credit the MMPA with the amount due. Whenever a Marine who is currently entitled to a "zero" monetary amount loses COLA entitlement altogether, the stop COLA transaction must be reported by the Unit Commander.

12. The following Computer Generated Messages are possible:

a. "NO ADJUSTMENT ACCEPTED BEYOND 13 MONTHS RETROACTIVE, CONTACT FO FOR ADJUSTMENT" appears when the FROM DATE on a COLA adjustment is more than 13 months retroactive.

b. "NO MATCH ON TABLE FOR PERIOD REPORTED, CONTACT FO FOR ADJUSTMENT" appears when the FROM DATE is not reflected on CFM Table 14.

c. "MR INDICATES MEMBER IS IN A NON-PAY STATUS" appears if a STRT COLA entry was reported for a Marine in one of the following pay status's:

(1) Appellate leave.

(2) Administrative leave.

(3) Deserter.

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- (4) Returned to military control from UA, DES, or IHCA after ECC.
- (5) Confined - GCM - total forfeiture of pay and allowances.
- (6) Confined beyond ECC.
- (7) Killed in action.
- (8) Non-combat death.
- (9) Reserve record.
- (10) PLC back to college.
- (11) Inactive record SSN change.
- (12) Separated.

d. "MR DOES NOT REFLECT MEMBER WAS ENTITLED TO COLA" appears when a COLA remark does not exist and a COLA ADJUST transaction was reported.

e. "DUPLICATE TRANSACTION" appears when a COLA ADJUST transaction is reported that was previously reported with the same location and dependency code for the same period.

f. "MEMBER DOES NOT RATE COLA WITH AND WITHOUT RATES FOR THE SAME LOCATION" appears when the system reflects an existing 'with dependent' remark for the same location and a STRT COLA without dependents transaction is reported.

g. "DEPENDENT CODE INVALID. MUST BE O, B OR 0 THRU 5" appears if a STRT COLA entry is reported using a dependent code other than O, B, or 0 through 5.

h. "DEPENDENT CODE INVALID. MUST BE O, B, A OR 0 THRU 5" appears if a STOP COLA entry is reported using a dependent code other than O, B, A, or 0 through 5.

i. "EFFECTIVE DATE INVALID-NOT YYYYMMDD. IN FUTURE OF DTL OR DATE MISSING" appears if a STRT COLA entry is reported and the ED is formatted incorrectly, future dated or no date was input.

j. "EFFECTIVE DATE INVALID-NOT YYYYMMDD, OR DATE IS MISSING" appears if a STOP COLA entry is reported and the ED is formatted incorrectly or no date was input.

k. "GEO-LOCATION CODE INVALID" appears when a STRT COLA entry contains a geographic location that is not in the COLA country index table. This message is generated when an entry has failed to process when a valid geographic location was reported, but the central table had not been updated. If the above message is generated upon reporting an erroneous geographic location code, resubmit the transaction with the proper code.

13. "REPORT STOP COLA AND START COLA, REDUCING THE NUMBER BY "ONE" OF SPONSORED DEPENDENTS WHICH RESIDE IN VICINITY OF PCS" appears if the Marine is reported to confinement, executing a sentence (TTC 310) and the Marine's duty status is reported as F, G, or H (TTC 460). The Unit Commander must verify the number of sponsored dependents and report any corrections. The number should be reduced by one.



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## SECTION 2: HOUSING ALLOWANCES.

BASIC ALLOWANCE FOR HOUSING (BAH)  
80200. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Housing information, BAH, Move-in Housing Allowance (MIHA) and Overseas Housing Allowance (OHA). Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
184 000 CHAN HOUS OFF UIC/AAAN ( ) ED	HQ REG	N	N
186 001 STOP BAH DIFF ED	HQ REG	Y	Y
186 002 STOP BAH PARTL ED	HQ REG	Y	Y
186 003 STOP QTRS ED	HQ REG	Y	Y
187 015 CHAN BAH PARTL ED	HQ REG	Y	N
187 016 CHAN INAD QTRS \$ . ED	HQ REG	Y	Y
187 017 CHAN INAD QTRS PERCENT ED	HQ REG	Y	Y
187 019 STRT BAH II WITH DEPN ED	RES	Y	Y
187 034 STRT BAH PARTL ED	HQ REG RES	Y	Y
187 037 STRT QTRS ( ) ED	HQ REG	Y	Y
187 038 STRT INAD QTRS \$ . ( ) ED	HQ REG	Y	Y
187 039 STRT INAD QTRS PERCENT ( ) ED	HQ REG	Y	Y
187 041 STRT BAH DIFF ED	HQ REG RES	Y	N
270 000 DEPN STAT ED	REG	N	N
388 001 CHAN BAH \$ \$ ED	HQ REG	N	Y
389 001 STOP BAH ED	HQ REG	Y	Y
896 002 CRED BAH II WITHOUT DEPN TO	HQ RES	N	Y
896 005 CRED BAH II WITH DEPN TO	HQ RES	N	Y

Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A, MCTFS APSM and JFTR. **Refer to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 9 and 12 and the MCTFS APSM). It is imperative that all PAAN's, SAAN's, TAN's, SAO's, PAA's and MISSO advisories are read and maintained at the reporting unit level.

80201. BASIC ALLOWANCE FOR HOUSING (BAH) (TTC 186/187/388/389/896).

1. The conditions of entitlement to BAH are described in the DoDFMR, Vol. 7A. Procedural instructions for claiming entitlement to BAH with dependents are contained in MCO P1751.3 and Child Custody Information in MCO P5800.16. Entitlement to the various types of BAH is based upon pay or duty status, primary dependent status, Government quarters status, pay grade, and location. See DoDFMR, Vol. 7A, Tables 26-9, 26-10, and 26-11 for location rates payable.

2. Every Marine is entitled to a type of BAH to pay a portion of their housing cost. The entitlement may be BAH Partial, BAH (formally BAQ and VHA) with or without dependents at the Military Housing area (MHA) locality rate, BAH II (formally BAQ Own Right), BAH DIFF, and Overseas Housing Allowance (OHA). BAH Partial is automatically credited to the MMPA during the recruit accession process. Use a statement from Tables 8-1 through 8-6 to change the type of BAH.

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**NOTE:** Reserves not on AD and those on AD for periods of less than 20 weeks are entitled to BAH-II unless ordered to AD in connection with a contingency operation.

3. Location of PDS is different from that of the RU. RU's must pay particular attention to all personnel who are administratively joined, to ensure that the ZIP code reported matches the location that the Marine was ordered to.

4. BAH Difference (BAH-DIFF). A Marine assigned to single-type quarters who is authorized BAH solely by reason of the Marine's payment of adequate child support, the member is entitled to BAH-DIFF. A member not assigned to government quarters, who is entitled to BAH on behalf of a dependent solely on the basis of payment of child support is entitled to BAH at the without dependent rate and BAH-DIFF. For additional information concerning BAH-DIFF, refer to Chapter 26 of the DoDFMR.

5. BAH and BAH II. When BAH is erroneously stopped, corrective action to restart BAH will be accomplished by reporting TTC 388 001. The ED is the day following the date the Marine's BAH was erroneously stopped. Use the following statements to report change and stop all of BAH entitlements for **active duty** members:

TTC 388 001	CHAN BAH		\$	\$	ED	
		↑	↑	↑	↑	↑
ZIP Code of location to where Ordered to (For BAH II entitlement, Report '99999', ( <b>NOTE 1</b> ))						
ZIP Code designator (M = Marine, D = Dependent) ( <b>NOTES 2 and 3</b> )						
1-byte utility code of N in all cases						
1-byte BAH rate code (W = with depn; 0 (alpha) = without depn)						
1-byte sharer code of 1 in all cases						
Actual monthly rent/mortgage-enter \$7777.77 in all cases						
Additional monthly rent/mortgage-enter \$000.00 in all cases						
8-byte ED (YYYYMMDD) ( <b>NOTE 4</b> )						

**NOTE 1:** Report ZIP Code of '99999' for Marines who are entitled to BAH II. The BAH II Amount is keyed off of this ZIP Code in the MCTFS.

**NOTE 2:** The ZIP Code of the Marine's PDS and the designator 'M' will be used to base entitlement on the MHA located of the Marine who is assigned to a PDS in the U.S.

**NOTE 3:** The ZIP Code of the Marine's dependents location and the designator 'D' will be used to base entitlement on the location where the Marine's dependents reside.

**NOTE 4:** TTC 389 DEL/ADD reporting transaction will fail if DEL ED is less than 19981101.

**NOTE 5:** BAH Partial cannot be corrected by reporting TTC 388.

TTC 389 001	STOP BAH		ED	
		↑	↑	
1-byte BAH rate code (W=with depn; 0 (Oscar) = without depn)				
8-byte ED (YYYYMMDD) ( <b>NOTE 4</b> )				

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TTC 187 041            STRT BAH DIFF ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) STRT \_\_\_\_\_ ↑

TTC 186 001            STOP BAH DIFF ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) STOP \_\_\_\_\_ ↑

**NOTE:** BAH-DIFF can only be started and stopped. The CHAN BAH and CRED BAH transactions are **not applicable** for BAH DIFF.

6. To report a start, change or stop to partial BAH use one of the following statements:

TTC 187 034            STRT BAH PARTL ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) STOP \_\_\_\_\_ ↑

TTC 187 015            CHAN BAH PARTL ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) STOP \_\_\_\_\_ ↑

TTC 186 002            STOP BAH PARTL \_\_\_\_\_ ED \_\_\_\_\_ |

1-byte BAH STOP code (0 numeric) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) STOP \_\_\_\_\_ ↑

**NOTE:** The ED for TTC 186 (all sequences) must be greater than or equal to 19981031. This TTC is not valid for reserves.

7. BAH Rates During PCS Elapsed Time Period.

a. Marines with dependents receiving a BAH locality rate prior to detachment on PCS orders will continue to receive that rate during the elapsed time period. For those Marines that were occupying government quarters upon reporting TTC 186 STOP QTRS, MCTFS will automatically start BAH-II.

b. When a member vacates Government quarters, the transferring command should report the BAH locality rate (old PDS) for that member. It is noted that close coordination between the Commanding Officer and Housing is essential. The joining command must review the member's record to determine if the member received the BAH locality rate for his old PDS. MCTFS will generate a BAH II entitlement with the reporting of the STOP QTRS entry, however, the correct entitlement for the member is the BAH locality rate for the old PDS. Determine if the rate in the member's record is BAH II or BAH locality by accessing the website [http://www.dtic.mil \(/perdiem/bahform.html\)](http://www.dtic.mil (/perdiem/bahform.html)), using the zip code for the old PDS, and entering the member's rank. Refer to PAAN 13-01 for additional information.

c. Marines E-4 less than 4 years and below without dependents are not entitled to any BAH during elapsed time in connection with PCS. **MCTFS will automatically stop BAH II Without Dependent or Partial for Marines who were in receipt of BAH II Without Dependent on the day prior to date of detachment.**

d. BAH Entitlement-PCS when old and new PDS are inside CONUS. Marines are entitled to BAH at the old PDS locality rate beginning on the date of detachment through the day prior to reporting to the new PDS (without regard to a temporary duty assignment). The only exception to this is if the member commutes daily to a temporary duty site from a permanent residence that will be occupied at the new PDS. BAH for the PDS locality will begin the day after per diem has been stopped at the temporary duty site. This only applies when temporary duty is performed in the vicinity of a new PDS incident to a PCS when both old and new PDS are in the United States.

e. BAH Entitlement-PCS to or from outside CONUS. The following apply:

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(1) A Marine ordered to an unaccompanied tour overseas is entitled to BAH at the old PDS locality rate through the day prior to arrival at the new PDS. Upon arrival at the new overseas PDS the Marine's BAH entitlement is based on the dependent's location.

(2) A Marine accompanied by dependents to overseas area is entitled to BAH at the old PDS locality rate through the day prior to arrival at the new PDS.

(3) A Marine returning to CONUS from accompanied tour overseas is entitled to BAH-II from the date of detachment overseas through the day prior to date of arrival at the new PDS. Upon arrival at the new PDS Marine is entitled to BAH at the new PDS locality rate. If the Marine has TAD enroute during the execution of the PCS orders the following applies:

(a) If a new PDS is named in the orders the Marine is entitled to BAH at the new PDS locality rate from the date of reporting to the TAD location or the new PDS location whichever is first.

(b) If a new PDS is not named in the orders the Marine is entitled to BAH at the TAD location upon arrival.

8. Temp Visits. When a Marine is assigned to a permanent duty station outside the U.S., and the member is authorized BAH for dependents residing separately from the member in the U.S., and if the dependents visit at or near the member's PDS for more than 90 consecutive days, then the member is no longer entitled to BAH at the dependent locality rate. Start BAH II beginning on the 91st day.

9. Marines who are in the accession pipeline (date of entry through the day prior to reporting to first PDS) and are married prior to or during this period are entitled to BAH with dependent at the dependent Military Housing Area (MHA) locality rate. If the Marine's dependents reside overseas, the BAH should be based on the Marine's duty station location.

10. A Marine in a leave status awaiting final separation from the PDS is entitled to the BAH locality rate of the PDS.

11. Reserve BAH. If the last PDS was outside the U.S. and the Marine was on an accompanied tour the Marine is entitled to BAH-II from the date of detachment from the overseas PDS through the day prior to the arrival at the processing station. After arrival at the processing station the Marine is entitled to the BAH locality rate for that processing station. If the Marine was on an unaccompanied tour overseas then they would receive BAH at the dependents location through the date of discharge.

a. A reserve member called or ordered to active duty for 139 days or less and not assigned to government quarters at the PDS (as defined by the DODFMR Chapter 57) is entitled to **BAH-II**.

b. A reserve member called or ordered to active duty for 140 days or more (with no PCS authorized) and not assigned to government quarters at the PDS (as defined by the DoDFMR Chapter 57) is entitled to **BAH**.

c. A reserve member initially called or ordered to active **duty for a period of 20 weeks or more**, and orders are subsequently modified resulting in the performance of less than 20 weeks, entitlement to **BAH** will continue through the date of release from active duty.

d. If a reserve member is initially ordered to active duty **for a period less than 20 weeks**, and the orders are modified during the period of active duty, and the period of additional active duty, when coupled with the time remaining to be served, is **20 weeks or more**, then the entitlement to **BAH** exists from the date of the modified orders. If a reserve member is initially ordered to active duty **for a period of less than 20 weeks**, and the orders are modified during the period of active duty, and the period of additional duty when coupled with the time remaining to be served is **less than 20 weeks**, then the member would remain entitled to **BAH-II**.

e. A reserve member called or ordered to active duty in connection with a contingency operation (regardless of the duration) is entitled to **BAH**. This entitlement only applies if the member maintains financial responsibility for the primary residence.

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f. To report a credit for a Marine's entitlement to BAH DIFF (Court ordered support for children) the RU must contact the FO. The RU cannot report a credit for BAH DIFF.

g. To check BAH II which was previously reported by CRED BAH, report the DEL AS ERR transaction for TTC 896 sequences 002 and 005.

**NOTE 1:** The period of BAH II entitlement being reported must equal or include dates within a Previously or concurrently reported AD period.

**NOTE 2:** Refer to Tables 5-2 and 5-4 for rules establishing BAH **qualifiers** when reporting BAH II.

h. Entitlement to partial BAH is automatic for reservists not entitled to BAH with dependents, or in their own right, except under certain conditions. Specific conditions of entitlement are contained in the DoDFMR, Vol. 7A.

(1) A reservist's entitlement to partial BAH will be automatically established in MCTFS upon processing the proper joint transaction reported by an SMCR, IMA or MTU. Partial BAH will be automatically credited to the account of an IRR, not a member of an MTU, when AD is reported per chapter 7 of this manual.

(2) The applicable increase or decrease of the partial BAH rate occurring from promotion or reduction of grade is accomplished via computerized processes.

(3) Entitlement to partial BAH is automatically terminated upon processing of the entry reporting commencement of BAH on behalf of dependents and reestablished when BAH in behalf of dependents is terminated. Entitlement to partial BAH is automatically suspended upon processing a credit of BAH own right in conjunction with an AD period.

i. When a Reserve Marine is mobilized or ordered to AD for 31 days or more, the member's BAH entitlement data resident in the MCTFS reserve record will automatically transfer to the member's MCTFS active record.

### 12. Reserve BAH II.

The BAH ED for reservists retained on AD under incapacitation pay is the date following the last day of the original orders and will apply to the period of AD that extends beyond the original AD orders. Use the appropriate statement to start, credit or check BAH II entitlement for **reserve** members:

TTC 187 019            STRT BAH II WITH DEPN ED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) of entitlement \_\_\_\_\_ ↑  
TTC 896 002            CRED BAH II WITHOUT DEPN \_\_\_\_\_ TO \_\_\_\_\_ |  
8-byte beginning ED (YYYYMMDD) of \_\_\_\_\_ ↑  
entitlement (inclusive dates) \_\_\_\_\_ ↑  
8-byte ending ED (YYYYMMDD) of \_\_\_\_\_ ↑  
entitlement (inclusive dates) \_\_\_\_\_

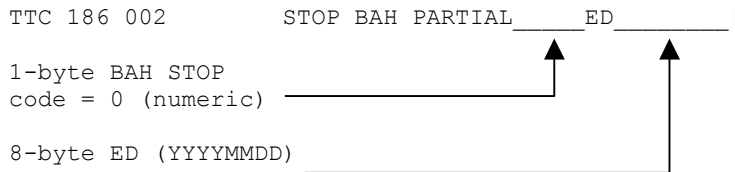
13. Reserve BAH Difference. Use the following statement to report start and stop BAH difference entitlement for **reserve** members (see paragraph 80801.5.c):

TTC 187 041            STRT BAH DIFF ED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) START \_\_\_\_\_ ↑

14. Reserve BAH Partial. Use the following statement to report start and stop BAH partial entitlement for **reserve** members:

TTC 187 034            STRT BAH PARTL ED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) STRT \_\_\_\_\_ ↑

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**NOTE:** Reported ED for TTC 186 (all sequences) must be greater than or equal to 19981031.

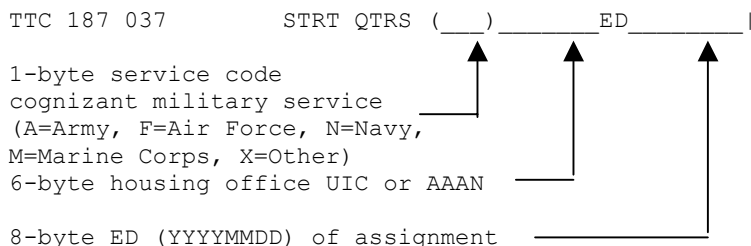
15. The Marine who was entitled to BAH at the with dependents rate who has been UA for more than 29 consecutive days, may be credited BAH under authority of DoDFMR, Vol. 7A, paragraph 2605 and MCTFS APSM, MCO P7220.31. Prepare and forward to the FO a NAVMC Form 11116: Miscellaneous Military Pay Order authorizing the entitlement, or when the FO is geographically remote from the area of the RU, a message containing the required information.

16. Marines without dependents are not entitled to BAH partial when assigned to Government single-type quarters (including Government-leased quarters) which substantially exceed the minimum standards of single quarters for the Marine's grade. When such a determination has been made, stop BAH partial (see paragraph 80104.15c).

### 17. Government Quarters.

a. Upon receipt of notification from the housing officer assigning or terminating the assignment of the Marine or dependents to Government quarters, appropriate UD statements must be reported to start or stop quarters checkage for a specific period. The CO will authenticate and endorse the notification with the UD number and date, the original will be retained and filed in the Marine's OQR/SRB and the duplicate returned to the housing officer. Use the following statements to start and stop adequate or inadequate checkage when a Marine and/or dependents are assigned to quarters. This includes Marines married to members of the U.S. Armed Forces who are on AD and are receiving BAH at the with or without dependent rate.

b. Assignment to Adequate Government Quarters. Use the following statement to report assignment to government quarters:



**NOTE 1:** When dependents are prevented from occupying assigned quarters because of orders of competent authority, reporting of the STRT QTRS entry may be delayed until transportation is arranged for household goods and is available for the dependents, plus the normal travel time for the dependents to the Marine's duty station. This is contingent upon prompt application by the Marine for shipment of household goods and transportation of dependents.

**NOTE 2:** Marine Corps housing officers who have been assigned a RU code are authorized to report **quarters** information.

**NOTE 3:** An existing BAH Entitlement (Remark 901 - With or Without Depns) must exist. TTC 388 (CHAN BAH) must be reported to establish a BAH entitlement prior to reporting members to Quarters. The 901 remark will determine the member's entitlement (with or without depns) for Quarters. Also, members assigned to Inadequate Government Quarters will have a 901 remark (BAH II) entitlement established to offset the reported quarters deduction.

c. Termination of Government Quarters. Use the following statement to report termination of government quarters:

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TTC 186 003            STOP QTRS ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD)  
of termination \_\_\_\_\_



**NOTE 1:** Computer logic will stop quarters as of 2359 the day PRIOR to the ED entered. When the Marine is occupying quarters and there quarters are determined to be inadequate, a stop quarters and appropriate start inadequate quarters UD statement **must be reported**.

**NOTE 2:** A system utility is being executed as often as possible to establish a BAH II entitlement for members in quarters have been terminated. This utility will continue to be executed this utility until implementation of a future system change to automatically start BAH II upon reporting TTC 186 STOP QTRS.

d. Use the following statement to start inadequate quarters checkage when the Marine and/or dependents are assigned to inadequate quarters when the amount of checkage is to be reported as a percentage of the BAH II vice a dollar amount. Do not use the statement for reporting inadequate-quarters assignment for Marines married to members of the U.S. Armed Forces who are on AD.

TTC 187 039            STRT INAD QTRS \_\_\_\_\_ PERCENT (\_\_\_\_) \_\_\_\_\_ ED \_\_\_\_\_ |

3-byte percentage rate;  
(i.e., 050, 065, or 075) \_\_\_\_\_

1-byte service code to denote  
cognizant military service \_\_\_\_\_

(A=Army, F=Air Force,  
N=Navy, M=Marine Corps, X=Other)

6-byte housing office UIC or AAAN \_\_\_\_\_

8-byte ED (YYYYMMDD) of assignment \_\_\_\_\_



**NOTE:** Effective 1 October 1982, percentage rate may not exceed 75 percent. Also, when the Marine is occupying inadequate quarters and the quarters are determined to be adequate, or when the Marine moves from inadequate quarters to adequate quarters, a stop and start quarters statement must be reported; for example, STOP QTRS ED 19980115, STRT QTRS ED 19980115.

e. Member Married to Member. Start inadequate quarters checkage when the Marine and spouse are members of the U.S. Armed Forces on AD and are receiving BAH at the with or without dependents rate, or when the amount of checkage is to be reported as a dollar amount vice the percentage of BAH-II. When the Marine and spouse jointly occupy inadequate quarters on a rental basis, a rental charge for the quarters will be the fair rental value of such rental quarters, not to exceed 75 percent of the with dependent rate of BAH-II that would be payable to a Marine of the same grade and rank as the Marine under whose eligibility the quarters are assigned. The rental charge will be collected solely from the Marine to whom the quarters are assigned, even though the rental charge may exceed the monthly rate of BAH-II. Report as follows:

TTC 187 038            STRT INAD QTRS \$\_\_\_\_.\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ ED \_\_\_\_\_ |

Dollar amount (show the  
amounts as \$55.10 or \$100.00) \_\_\_\_\_

1-byte service code to denote cognizant  
military service \_\_\_\_\_  
A=Army, F=Air Force, N=Navy, M=Marine Corps,  
X=Other)

6-byte housing office UIC or AAAN \_\_\_\_\_



8-byte ED (YYYYMMDD) of assignment \_\_\_\_\_



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f. Percentage or Rate Change. Use the following applicable statement to change inadequate quarter's checkage when either the percentage or dollar value is changed:

TTC 187 017                    CHAN INAD QTRS    PERCENT ED                   

3-byte percentage rate                     

(i.e., 050, 075)

8-byte ED (YYYYMMDD) of change

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TTC 187 016  CHAN INAD QTRS $ _____ ED _____
Enter dollar amounts
(i.e., $55.10, $100.00)  _____
8-byte ED (YYYYMMDD) of change _____

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g. Erroneous UIC or AAAN. Use the following statement to correct an erroneous UIC or AAAN:

TTC 184 000                      CHAN HOUS OFF UIC/AAAN (     )                      ED

1-byte service code to denote  
cognizant military service                      ↑                      ↑                      ↑  
(A=Army, F=Air Force,  
N=Navy, M=Marine Corps, X=Other)  
6-byte housing office UIC or AAAN                      ↑                      ↑                      ↑  
8-byte ED (YYYYMMDD) of assignment (NAVMC Form 11051)                      ↑

18. Housing office UIC/AAAN numbers and RUC's are shown below:

<u>UIC/AAAN NUMBER</u>	<u>HOUSING RUC</u>	<u>HOUSING OFFICE ACTIVITY</u>
000146	59024	MCAS, Cherry Point, NC
060169	59021	MCAS, Beaufort, SC
062974	59033	MCAS, Yuma, AZ
067001	59020	MCB, Camp Lejeune, NC
000681	59030	MCB, Camp Pendleton, CA
067399	59031	MCAGCC, Twentynine Palms, CA
000264	59001	MCCDC, Quantico, VA
000263	59022	MCRD, Parris Island, SC
000243	59035	MCRD, San Diego, CA
062204	59034	MCLB, Barstow, CA
067004	59023	MCLB, Albany, GA
067443	59010	MCSA, Kansas City, MO
067400	59051	MCB, Camp S. D. Butler, Okinawa JA, FPO Seattle, WA
062613	59050	MCAS, Iwakuni, JA, FPO Seattle, WA
000318	59040	MCAS, Kaneohe Bay, HI
000000		Quarters under management of another branch of the U. S. Armed Forces. Use when no UIC/AAAN is listed above for the member's Marine Corps permanent duty station.

19. Refer to Tables 26-4 of the DoDFMR, Vol. 7A, to determine the proper entitlement to BAH when a Marine and spouse are members of the U.S. Armed Forces on AD.

20. Personnel at Home Awaiting Physical Evaluation Board Proceedings. A Marine ordered home to await the results of a PEB is entitled to the same BAH as if ordered to a new PDS (i.e., place to which ordered is treated as the new PDS) based on no government quarters available for assignment at the place to which ordered.

21. Rate Protection. Member's are rate protected to the locality rate in effect the date



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they report to a new PDS. This rate is protected until the member's status changes as follows:

- a. Member performs a PCS to a new MHA.
- b. Member is reduced in grade.
- c. Member has a change of dependency status from with dependent to without dependent or from without dependent to with dependent.

22. Member Married to Member. Effective July 1, 1999, when two service members married to each other are assigned to the same or adjacent base, only one member is entitled to receive BAH at the with dependent rate. The other member is entitled to BAH at the without dependent rate. This applies to members married to members residing in the same household or stationed in the same vicinity. Service members married to other service members who meet the conditions below, must contact their personnel office concerning a change in entitlement. The members must decide which member can claim the dependent(s) in order to receive BAH at the with dependent rate. If members cannot decide, the higher ranking member is to claim with dependents. If the entitlement to BAH was reported by CMC (MRP), the personnel office must coordinate with HQMC regarding the stopping or starting a members entitlement. (Refer to the DoDFMR Vol 7A, Chapter 26.) These are the conditions that will require an entitlement change:

- a. Both members receiving BAH with dependents, one is claiming a dependent child (children) and/or an approved parent. If the spouses are co-located (same or adjacent duty stations) the Marine receiving BAH without dependent in addition to BAH-DIFF must have BAH-DIFF terminated.

- b. One member is receiving BAH with dependents and the other member is receiving BAH without dependents and BAH difference (for child support).

- c. Members who have a dependency status change from the with dependent rate to the without dependent rate or from without dependent rate to with dependent rate lose the rate protection. Therefore, if member married to member decide to flip-flop their dependents, both will lose the BAH rate protection.

23. Confinement. Members with dependents who are entitled to basic pay are entitled to BAH-II while in confinement at the rate the member was receiving the day prior to confinement, provided the BAH entitlement is not subject to forfeiture.

24. The BAH entitlements will be automatically adjusted or terminated when the following are reported:

- a. Change of pay grade (promotions/reduction or, changes between officer and enlisted.)
- b. When STRT QTRS is reported, BAH entitlement will automatically be stopped, effective the date of assignment to quarters.
- c. When TTC 020 is reported and the Marine's MCTFS record contains an active BAH entitlement at the with dependents rate, BAH is automatically stopped at the old duty station rate on the join ED minus 2 days, and the BAH will be automatically started at the new duty station rate on the join ED minus 1 day.

80202. BASIC ALLOWANCE FOR HOUSING (BAH) (MHP-20).

1. Under certain circumstances, CMC must approve claims for BAH for the following classes of dependents: all claims for BAH for children over 21 years of age who are physically or mentally incapable of self-support (C), father (F), mother (M), guardian who stood in loco parentis (LOCO) and illegitimate children (IC).

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- a. Use the following statement to report approval of these classes of dependents:

TTC 388 001      CHAN BAH \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ ED \_\_\_\_\_ |

Zip code of Marine's PDS  
(for BAH II entitlement,  
report '99999') (**NOTE 1**)      ↑

Zip code designator (M=Marine,  
D=dependent) (**NOTES 2 & 3**)      ↑

1-byte utility code of N  
in all cases      ↑

1-byte BAH rate code (W=with depn;  
O (Oscar) = without depn)      ↑

1-byte sharer code of 1 in all cases      ↑

Actual monthly rent/mortgage. Enter  
\$7777.77 in all cases      ↑

Additional monthly rent/mortgage-enter  
\$000.00 in all cases      ↑

8-byte ED (YYYYMMDD) (**NOTE 4**)      ↑

**NOTE 1:** Report ZIP Code of '99999' for Marines who are entitled to BAH II. The BAH II amount is keyed off of this ZIP Code in the MCTFS.

**NOTE 2:** The ZIP Code of the Marine's PDS and the designator of 'M' will be used to base entitlement on the MHA location of the Marine who is assigned to a PDS in the U.S.

**NOTE 3:** The ZIP Code of the Marine's dependents location and the designator 'D' will be used to base entitlement on the location where the Marine's dependents reside within the U.S. when the Marine is entitled to BAH based on the dependent's location.

**NOTE 4:** DEL/ADD reporting transactions will fail if ED is less than 19981101.

- b. Use the following statement when it is determined that the Marine is no longer entitled to BAH on behalf of previously approved dependents. This entry will terminate BAH on behalf of the primary dependent and automatically commence partial BAH on the ED.

TTC 187 015      CHAN BAH PARTL ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD)      ↑

2. Disapproval of claims may be entered on the UD as history statements. This statements will notify the unit via the DFR. This Headquarters (MHP) should use whatever method is required to inform unit commanders of claim disapprovals.

80203. DEPENDENCY STATUS (MHP RUC 54801).

The DoDFMR, Volume 7, Part A, requires annual review and recertification of certain dependents (Marine/Navy). MCO P1751.2, Basic Allowance for Housing (BAH) for Marines with Dependents, requires annual review and recertification of parents who are dependent on the AD Marine. Upon approval of the annual review the dependency status is reestablished by HQMC.. To report Dependency Status, report as follows:

TTC 270 000      DEPN STAT ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD)      ↑

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MOVE-IN HOUSING ALLOWANCE (MIHA)  
80204. INTRODUCTION.

1. Reporting information for MIHA type of Housing Allowance is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
455 000 CRED MIHA-_____\$____.____ED____	HQ REG	N	N
455 001 CRED MIHA-M/____ED____	HQ REG	N	N

80205. MIHA (TTC 455).

1. To report a Marine's entitlement to MIHA rental or security, report as follows:

TTC 455 000      CRED MIHA - \_\_\_\_ / \_\_\_\_ / \$ \_\_\_\_ . \_\_\_\_ ED \_\_\_\_ |

1-byte MIHA code  
(R=rental; S=security) \_\_\_\_\_

5-byte geographical locality  
code (see JFTR, Vol. 1, Part B1,  
appendix N) \_\_\_\_\_

Dollar amount \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

2. When reporting a Marine's entitlement to MIHA - miscellaneous, the amount of entitlement is a fixed rate, lump-sum payment that will automatically be computed by the MCTFS.

TTC 455 001      CRED MIHA-M/\_\_\_\_ED\_\_\_\_|

5-byte geographical locality code  
(see JFTR, vol. 1,  
appendix K) \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE:** When a credit MIHA (TTC 455) is reported by the CO, and the Marine is enrolled in DD/EFT, a payment will be made to the Marine's financial institution within approximately 48 hours. If the Marine does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the Marine's next scheduled payday.

3. If the Marine requests a special payment, upon receipt of the NAVMC 11116, the FO will report TTC 647 000 to credit the entitlement and make a special payment.

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OVERSEAS HOUSING ALLOWANCE (OHA).  
80206. INTRODUCTION.

1. Reporting information for OHA type of Housing Allowance is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
458 000 OHA CHECKAGE _____ FR _____ TO _____	HQ REG	N	N
496 000 STRT OHA _____ ED _____	HQ REG	N	Y
497 000 STOP OHA ED _____	HQ REG	N	N
498 000 CRED OHA- _____ FR _____ TO _____	HQ REG	N	N

80207. OVERSEAS HOUSING ALLOWANCE (OHA) (TTC 496/497/498/458).

1. OHA is a monthly allowance for housing costs and is authorized for Marines with and without dependents assigned OCONUS. The maximum amount of monthly rent which is considered in computing the amount of OHA payable is contained in the JFTR, Vol. 1, and appendix K as is the OHA computation.

a. The ceiling for unaccompanied Marines is determined by prescribing an amount equal to a percentage of the prescribed accompanied ceiling for each area, as indicated in the JFTR, Vol. 1, appendix K. This percentage factor applies to unaccompanied Marines with a rental/lease ED on or after 1 October 1984. (Marines without dependents who were paid under the housing allowance index system and converted to OHA after 30 September 1984 were entitled to the members-without-dependents ceiling.)

b. The OHA tables contain the geographical location climate codes, the ceiling allowances, the unaccompanied percentages by officer and enlisted, the average utility/recurring maintenance allowance (UT), rate of exchange (EX) of foreign currency, and the ED for each location.

c. As the rates change, the current rate plus three prior utility and unaccompanied percentages and ceiling allowances, and the current plus 12 prior rates for EX reflected on the OHA tables and retained in the automated OHA system. These tables are updated as rates change.

d. The system retains current retroactive capability for computation for the current plus all prior BAH rate changes reported in a 12-month period.

2. Overseas Housing Allowance Report. A Marine is required to submit an Overseas Housing Allowance Report when requesting OHA with dependents or without dependents. Complete the DD Form 2367 (original and one copy) as follows for OHA with dependents or without dependents:

a. Complete part A (self-explanatory) and part B.

b. Block 10 requires the member's signature and date of signature. Include a statement in this block when all of the Marine's non-command sponsored dependents reside in the vicinity of the PDS.

c. Block 11 must be completed by the housing officer or appropriate official. A signature and date of signature is required.

d. After reviewing the information on the OHA Report, the CO or designated representative will approve the application by completing block 12.

e. After approval file the original approved report in the Marine's OQR/SRB. Only the

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most current form will be retained and return the duplicate copy to the Marine.

f. Anytime information contained on the current report changes, a new report must be completed.

3. To report the start of OHA, use the following statement:

TTC 496 000   STRT OHA   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   |   \_\_\_\_\_   |   \_\_\_\_\_   \_\_\_\_\_   ED   \_\_\_\_\_

8-byte JFTR (**NOTE 1**)   \_\_\_\_\_

1-byte occupancy code (**NOTE 2**)   \_\_\_\_\_

1-byte sharer code (DO NOT ENTER A ZERO OR LEAVE BLANK) (**NOTE 3**)   \_\_\_\_\_

3-byte electricity heating and air conditioning code (**NOTE 4**)   \_\_\_\_\_

2-byte water/sewer and trash (**NOTE 5**)   \_\_\_\_\_

MIHA code (**NOTE 6**)   \_\_\_\_\_

10-byte monetary amount (**Note 7**)   \_\_\_\_\_

8-byte ED (YYYYMMDD) of entitlement (**Note 8**)   \_\_\_\_\_

**NOTE 1:** Two-character alpha country code, (see NavCompt, Vol.2, codes: 027002)

3-character numeric geographical locality code (see MCO P1080.20), space, 2-character alpha currency code (use the country code of the currency) space, and 1-character alpha code: 'R' if renter, 'H' if homeowner.

**NOTE 2:** One-byte occupancy code: Do not enter a zero or leave blank.

- 1 With dependents  
2 Without dependents  
3 Member married to member without dependents  
Exception: If accompanied by one or more dependents, use number 5.  
4 a. Marine without dependents sharing dwelling expenses.  
Exception: If accompanied by one or more dependents, use number 5.  
b. Member married to member, with dependents, when unaccompanied by  
command-sponsored dependents  
5 Marine with dependents sharing dwelling expenses  
9 Non-command sponsored tour, dependents residing in the vicinity of the PDS.

**NOTE 3: One-digit sharer Do not enter a zero or leave blank.** The number of residence occupants, including the code: Marines who are:

- a. Members of the uniformed service entitled to a housing allowance, and/or
- b. Federal civilian employees, including dependents, entitled to a living quarters allowance, and/or
- c. Individuals, excluding dependents of the Marine, who contributed money toward the payment of rent, mortgage, and/or utilities.

**NOTE 4:** Three-digit electricity, heating and air conditioning code. Each byte either 'y' (YES) or 'N' (NO). 1<sup>st</sup> byte for electricity, 2<sup>nd</sup> byte for heating, 3<sup>rd</sup> byte for air conditioning. **EXAMPLE:** YNY = Yes for electricity, no for heating, yes for air conditioning.

**NOTE 5:** Two-digit water/sewer and trash. YY = yes for both utilities. YN = yes for water/sewer, no for trash. NN = No for both utilities. NY = No for water/sewer, yes for trash. Enter a response for each utility/service surveyed. If the Marine is a homeowner,

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each utility survey response code must reflect an 'N' (NO) response. If some of the utilities are provided by the landlord, the appropriate utility survey response code must reflect a 'Y' (YES) response.

**NOTE 6:** MIHA code 'Y' = Member entitled to OHA on or after 1 September 1990 and is eligible for MIHA.

**NOTE 7:** Ten-digit monetary amount: Report the TOTAL monthly amount of rent or the TOTAL purchase price (for homeowners) in the actual currency the rental or mortgage payments are made. If sharing, report the TOTAL, not the Marine's individual share. (Do not use a decimal point, but do round up to the next whole monetary unit. **EXAMPLE:** Indicate 450.25 U.S. dollars as '0000000451' and 90,800.65 yen as '0000090801').

**NOTE 8:** Eight-digit effective date of entitlement (YYYYMMDD). Date Marine becomes entitled to OHA.

4. To report the stop of OHA, report as follows:

TTC 497 000 STOP OHA \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

5. Corrections required will be made by the FO using CRED (TTC 694) or CHEK (TTC 693) or by the CO using the CREDIT OHA (TTC 498) or OHA CHECKAGE (TTC 458) entries:

TTC 498 000 CREDIT OHA \_\_\_\_\_ | FR \_\_\_\_\_ TO \_\_\_\_\_ |  
 8-byte JFTR \_\_\_\_\_ ↑  
 (NOTE 1 above)  
 1-byte occupancy code \_\_\_\_\_ ↑  
 (NOTE 2 above)  
 1-byte sharer code (DO NOT ENTER A ZERO OR LEAVE BLANK) \_\_\_\_\_ ↑  
 (NOTE 3 above)  
 3-byte electricity heating and air conditioning code \_\_\_\_\_ ↑  
 (NOTE 4 above)  
 2-byte water/sewer and trash \_\_\_\_\_ ↑  
 (NOTE 5 above)  
 MIHA code \_\_\_\_\_ ↑  
 (NOTE 6 above)  
 Foreign rent \_\_\_\_\_ ↑  
 8-byte ED (YYYYMMDD) adjustment period begins \_\_\_\_\_ ↑  
 8-byte ED (YYYYMMDD) adjustment period ends \_\_\_\_\_ ↑

TTC 458 000 OHA CHECKAGE \_\_\_\_\_ |  
 5-byte geographic location code \_\_\_\_\_ ↑  
 1-byte occupancy code \_\_\_\_\_ ↑  
 1-character alpha code "R" renter or "H" homeowner \_\_\_\_\_ ↑  
 8-byte ED (YYYYMMDD) FROM \_\_\_\_\_ ↑  
 8-byte ED (YYYYMMDD) TO \_\_\_\_\_ ↑

6. A start OHA terminates an existing OHA entitlement and computes the new entitlement as of

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the effective date of the new start. When reporting a Marine's entitlement to OHA who is serving an unaccompanied tour overseas who does not occupy single-type government quarters report and occupancy code of 2 or 4 as applicable (see note 2 on the previous page).

a. When a Marine previously entitled to OHA joins a new overseas command, the Unit Commander must verify that OHA has been terminated in the MMPA before reporting a new STRT OHA. A retroactive STOP OHA deletes ALL OHA entitlements after the ED. The new CO can report the STOP OHA if it was not reported by the old command. The STOP OHA must be reported before reporting a new STRT OHA. If, however, the new STRT OHA was reported by the new command when the Marine had an open OHA entitlement, report a STOP OHA with the correct ED.

**EXAMPLE:** If Marine entitled to OHA is transferred on PCS orders effective 20 October, the Marine is joined to the new PDS on 30 November, at which time the Marine again became entitled to OHA. If the old OHA entitlement was not terminated at the old or new PDS before reporting the new entitlement effective 30 November, a STOP OHA, reported 5 December with an ED of 20 October, would delete any entitlement after the ED of the stop and generate a checkage.

b. OHA is automatically updated in the MMPA whenever the following conditions occur:

(1) BAH change or grade change.

(2) Change to OHA tables.

c. At the time the BAH entitlement change is reported, a research message is generated instructing the Unit Commander to verify the Marine's entitlement to OHA. The OHA entitlement will be adjusted during the next monthly OHA update process.

d. OHA is automatically terminated when a Marine is reassigned to a different MCC based on the transfer or join diary entry. When the allowance is terminated based on a join entry, the CO of the gaining command will be advised on the on-line advisory report to review the Marine's account for required adjustments. (Transfers and joins within the same MCC do not automatically affect OHA.)

e. Start, stop, credit, checkage and delete entries can be used to report OHA transactions. The delete entry can be used for the STRT OHA reported in error. However, it cannot be used for STOP, CREDIT or CHECKAGE OHA entries reported in error. The correction entry cannot be used for any OHA entries. The ED reported in the stop entry must be the date on which the entitlement actually ceased.

**EXAMPLE 1:** A STRT OHA was reported for a Marine on 15 April 2000 when it should have been 5 April 2000. The CO only needs to report a new STRT OHA with an ED of 5 April 2000. A STOP OHA does not have to be reported--the second STRT OHA recomputes the correct entitlement.

**EXAMPLE 2:** A STRT OHA was reported for a Marine on 15 April 2000 when it should have been 18 April 2000. The CO needs to report a delete entry with an ED of 15 April 2000 and a new STRT OHA with an ED of 18 April 2000. The system generates a checkage.

f. When a Marine enters a nonpay status, system processing is as follows:

(1) In all cases, except declaration of desertion, the OHA entitlement is placed in a suspense status. Upon return to a pay status, the system terminates the suspense status and restarts the Marine's entitlement. Any entitlement adjustments that may have occurred during the suspense period are updated by the system.

(2) When a nonpay status is caused by declaration of desertion, the entitlement is terminated by the system. Once the Marine returns to a pay status, STRT OHA (TTC 496) must be reported to restart the entitlement.

(3) A retroactive STRT OHA does not post with an ED during or before any nonpay status period. If a Marine's OHA entitlement requires adjustment before any nonpay status period, report CRED (TTC 498) or CHEK (TTC 458), as applicable. If manual computation is

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required, forward the NAVMC 11116 to the FO.

g. The rent paid, stated in foreign currency amounts on the STRT OHA, is automatically converted to U.S. dollar amounts for the proper computation of the OHA entitlement.

7. Marines (CPL's under 4 Years' Service and Below) with Dependents in a Nonpay Status. Credit OHA to Marines in the grade of Corporal or below (with four years of service or less) in a nonpay status pursuant to the JFTR, paragraph U9100-D7 and the DoDFMR, Vol. 7A, paragraph 30251. When the Marine is entitled to OHA due to a nonpay status other than excess leave, the Unit Commander will submit a NAVMC 11116 with remarks as shown below:

**OTHER:** Credit BAH from 1 June 2000 to 31 July 2000 entered nonpay status ED 1 June 2000. Primary dependent's name Susan B. Anthony. Mailing address HQ SQDN 17 MWSG MCAS IWAKUNI, FPO SEATTLE 98764-5001.

The FO will report the entitlement and prepare and mail a check in the amount of the payment to the primary dependent.

8. In no case will a spouse, who is also a member on active duty, be considered a dependent for OHA entitlement purposes and will only be entitled to BAH-DIFF while residing in single-type quarters.



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## SECTION 3: RATIONS (BAS)

### 80300. INTRODUCTION.

1. The different categories of this Section are those items that pertain to BAS. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
137 000 STRT COMRATS ____ ED ____	HQ REG	Y	Y
138 000 STOP COMRATS ____ ED ____	HQ REG	Y	Y
142 000 STRT BAS ____ ED ____	HQ REG	Y	Y
142 001 STRT BAS-P 0001 ED ____	HQ REG	Y	Y
143 001 STOP BAS-P 2359 ED ____	HQ REG	Y	Y
146 000 STRT COMRATS WHILE TDY 0001 ED ____	HQ REG	Y	Y
166 000 STRT COMRATS WHILE TAD ____ ED ____	HQ REG	Y	Y
167 000 STOP COMRATS WHILE TAD ____ ED ____	HQ REG	Y	Y
167 001 STOP COMRATS WHILE TDY ____ ED ____	HQ REG	Y	Y
195 000 CHEK TAD RATIONS ____ ED ____ TO ____ ED ____	HQ REG	Y	Y
196 000 CHEK COMRATS ____ ED ____ TO ____ ED ____	HQ REG	Y	Y
197 000 CHEK BAS ____ ED ____ TO ____ ED ____	HQ REG	Y	Y
289 000 STRT EMERG SUBS AT\$ ____ . ____ ED ____	HQ REG	Y	Y
290 000 STOP EMERG SUBS ____ ED ____	HQ REG	Y	Y
325 000 CRED TAD RATIONS ____ TO ____	HQ REG	Y	Y
371 000 STRT FLD RATS ____ ED ____	HQ REG	Y	Y
371 001 STRT GOVT MESS RATS ____ ED ____	HQ REG	Y	Y
372 000 STOP FLD RATS ____ ED ____	HQ REG	Y	Y
372 001 STOP GOV MESS RATS ____ ED ____	HQ REG	Y	Y
374 001 CRED GOVT MESS RATS ____ TO ____	HQ REG	Y	Y
375 000 CHEK FLD RATS ____ TO ____	HQ REG RES	Y	Y
898 000 CRED BAS ____ TO ____	RES	N	Y
898 001 CRED COMRATS ____ TO ____	RES	N	Y

Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A, MCTFS APSM and JFTR. **Refer to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 9 and 12 and the MCTFS APSM). It is imperative that all PAAN's, SAAN's, TAN's, SAO's, PAA's and MISSO advisories are read and maintained at the reporting unit level.

80301. BASIC ALLOWANCE FOR SUBSISTENCE (BAS) (TTC 137/138/142/143/146/166/167/195/325/371/372/375/898).

1. Conditions of entitlement to Subsistence (RIKNA, SEPRATS, Partial) are found in the DoDFMR, Vol 7A Chapter 25. Report the appropriate Start as follows:

TTC 137 000 STRT COMRATS \_\_\_\_ ED \_\_\_\_ |

4-byte time \_\_\_\_ ↑

8-byte ED \_\_\_\_ ↑

(YYYYMMDD)

or

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TTC 142 000      STRT BAS      ED      |

4-byte time \_\_\_\_\_ ↑      ↑  
 8-byte ED \_\_\_\_\_  
 (YYYYMMDD)

or

TTC 142 001 STRT BAS-PED \_\_\_\_\_ |

8-byte ED \_\_\_\_\_ ↑  
 (YYYYMMDD)

2. The entitlement to BAS is automatically commenced when an officer enters on AD or accepts an appointment. The entitlement to BAS is automatically terminated with the report of separation from AD or revocation of the appointment. Subparagraph 81001.8 prescribes the procedures for officers furnished field rations.

3. The credit of BAS (RIKNA) for a Marine, without dependents, is withheld during the period of training for, attending, or participating in Pan-American games, Olympic games, or other specifically authorized international amateur sports competition if subsistence is provided during the period by the sponsoring agency. The RU must notify the cognizant FO for Marines on AD when this situation occurs so that action can be taken to withhold the appropriate BAS. The RU must prepare a NAVMC 11200 (checkage of pay) and submit it to the DFAS-KCC/FPPR for Marines in a Reserve status.

4. Enlisted members temporarily assigned to duty away from their permanent duty station or to duty under field duty conditions at the permanent duty station are entitled to BAS at a rate not less than which they held at their permanent duty station. Tables 5-7 through 5-11 prescribe the UD entries for the commencement, termination, or change of entitlement to subsistence for enlisted personnel. Further instructions concerning the automated processing of entitlement to BAS during periods of elapsed time are contained in paragraphs 81001.14 and 81001.15. When a Marine previously entitled to subsistence is erroneously reported as transferred, start BAS(RIKNA)/COMRATS (SEPRATS) at 0001 hours on the date of the reported transfer.

5. When the Marine is reported TO SK per Section 5, Chapter 7, computer processing of the TO SK entry will automatically stop the Marine's entitlement to COMRATS/BAS and will start entitlement to hospital rations. There is no requirement to report either a START or STOP COMRATS/BAS in this case. Computer processing of the FR SK entry will automatically stop entitlement to hospital rations and restart COMRATS/BAS if there was entitlement at the start of the hospitalization period with the exception of Marines who were in a TAD Excess status prior to hospitalization. In that instance, the TAD Unit Commander must restart the entitlement to COMRATS/BAS after reporting FR SK. Alcohol rehabilitation when carried out at a hospital where the Marine becomes an inpatient should be considered hospitalization. Such Marines are required to pay for their rations during the hospitalization. Alcohol rehabilitation conducted without admission to a hospital should be considered as TAD.

a. Treatment outside hospitals (at drug rehabilitation centers) may be residential or nonresidential. In residential situations, an enlisted Marine is provided quarters and subsistence-in-kind. In nonresidential situations, no quarters or messing is provided. Hospital rations must be checked for officers and enlisted Marines for periods of hospitalization at Veterans' Administration or civilian facilities.

b. The CO must prepare a DD Form 139: Pay Adjustment Authorization, and forward it directly to the servicing FO requesting checkage action. These forms are available from within the supply system under stock number 0102-LF-001-1200 or through use of Form Flow. File the fourth copy of the form in the Service Record until the checkage has been accomplished, then remove it and place it in the unit's files. Retain the tracer copy for action as needed.

**NOTE:** Hospital Rations in these cases are less than leave rations. (Refer to the current

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MCBul 7220 for the appropriate amount to be checked.)

6. The SUBSISTENCE codes are listed below:

<u>CODE</u>	<u>ABBREVIATION</u>	<u>DESCRIPTION</u>
Blank	----	Unknown
0	----	None
C	COMRATS	Individual authorized commuted rations
E	EMERG SUBS	Emergency subsistence authorized
S	BAS	Subsistence allowance authorized
P	BAS-P	Subsistence provided at government expense

8. Any rations furnished to officers engaged in maneuvers, field exercises, or combat are considered Field Rations. The procedures for the issue of field rations are prescribed in MCO 10110.47. Officers entitled to basic pay are entitled BAS (RIKNA) at all times. When subsisting in a Government mess or with an organization drawing field rations, officers will pay for their meals at the prescribed rates either by cash or collection from pay per instructions in the DoDFMR, Vol. 7A. Enlisted members will retain their subsistence allowance when deployed away from their PDS in a temporary field, EUM, group travel and temporary afloat status for periods less than 180 days. Marines will be charged a discounted meal rate, as published each year, for available meals on a full day basis. For the day entering and the day departing such status, members will be charged 25 percent of the discounted meal rate.

a. Enlisted members under orders for temporary field assignment, temporary afloat assignment, essential unit messing (EUM) or group travel, are entitled to the same type of subsistence allowance (RIKNA, SEPRATS or Partial BAS (BAS-P) and subsistence status which they held at their PDS. However, members are charged the discounted meal rate for full days for available meals. Members are charged 25 percent of the discount meal rate for the first and last day of their temporary duty. Those members receiving BAS Partial (BAS-P) will continue to be entitled to BAS-P and not charged for meals.

b. Any change among subsistence types or between RIKNA and subsistence in kind, caused by a status change which extends beyond a single days, shall be credited on a full day basis without being prorated. All start times are reported as 0001 and all stop times are reported as 2359.

c. Use the following statement to report start field rations checkage for 10 days or more for officers and enlisted:

TTC 371 000                      STRT FLD RATS \_\_\_\_ ED \_\_\_\_ |  
 4-byte time \_\_\_\_\_ ↑                      ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE:** A member will be checked 25 percent of the discounted meal rate for the first day.

d. Use the following statement to report termination of field rations checkage for officers and enlisted:

TTC 372 000                      STOP FLD RATS \_\_\_\_ ED \_\_\_\_ |  
 4-byte time \_\_\_\_\_ ↑                      ↑  
 8-byte ED (YYYYMMDD) of termination \_\_\_\_\_

**NOTE:** A member will be checked 25 percent of the discounted meal rate for the First day.

e. Use the following statement to report one-time checkage of field rations less than 10 days for officers and enlisted:

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TTC 375 000      CHEK FLD RATS \_\_\_\_\_ TO \_\_\_\_\_ |

4-byte time (always report 0001)      ↑      ↑      ↑      ↑

8-byte ED (YYYYMMDD)      \_\_\_\_\_ ↑

4-byte time (always report 2359)      \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of termination      \_\_\_\_\_ ↑

**NOTE 1:** A member will be checked 25 percent of the discounted meal rate for the first and last day.

f. To process a one-time checkage of BAS, TAD rations or COMRATS when an enlisted member is assigned to field duty, report:

TTC 195 000 CHEK BAS \_\_\_\_\_ ED \_\_\_\_\_ TO \_\_\_\_\_ ED \_\_\_\_\_ |

TTC 196 000 CHEK BAS \_\_\_\_\_ ED \_\_\_\_\_ TO \_\_\_\_\_ ED \_\_\_\_\_ |

TTC 197 000 CHEK BAS \_\_\_\_\_ ED \_\_\_\_\_ TO \_\_\_\_\_ ED \_\_\_\_\_ |

4-byte START time (0001)      ↑      ↑      ↑      ↑

8-byte START date      \_\_\_\_\_ ↑

4-byte STOP time (2359)      \_\_\_\_\_ ↑

8-byte STOP date      \_\_\_\_\_ ↑

g. When an officer is being checked field rations and departs for a short period; for example, TAD, LV, or to the HOSP. The member must be credited field rations for the period gone. To report a one-time credit of field rations less than 10 days for officers and enlisted members, report a STOP FLD RATS (TTC 372) for the period involved.

h. Use the following statement to terminate an officer's BAS when meals are provided at no cost by a foreign government:

TTC 371 001      STRT GOVT MESS RATS \_\_\_\_\_ ED \_\_\_\_\_ |

Hour/Minute (actual time foreign government messing began)      \_\_\_\_\_ ↑      ↑

8-byte ED (YYYYMMDD)      \_\_\_\_\_ ↑

i. Use the following statement to start an officer's BAS when a foreign government mess is terminated:

TTC 372 001      STOP GOVT MESS RATS \_\_\_\_\_ ED \_\_\_\_\_ |

Hour/Minute (actual time foreign government messing terminated)      \_\_\_\_\_ ↑      ↑

8-byte ED (YYYYMMDD)      \_\_\_\_\_ ↑

j. When an officer is being checked GOVT MESS rations and departs for a short period; for example, TAD, LV, or to the HOSP. The member must be credited field rations for the period gone. To report a one-time credit of field rations less than 10 days for officers and enlisted members, report:

TTC 374 001 CRED GOVT MESS RATS \_\_\_\_\_ TO \_\_\_\_\_ |

4-byte START time      \_\_\_\_\_ ↑      ↑      ↑      ↑

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(0001)  
8-byte START date \_\_\_\_\_  
  
4-byte STOP time \_\_\_\_\_  
(2359)  
8-byte STOP date \_\_\_\_\_

12. Inactive Reserve. Entitlement to BAS is automatically positioned in the MCTFS when a Reserve officer joins an SMCR unit, an MTU, or accepts an appointment. Likewise, a BAS credit is automatically generated when a completed AD statement is reported for an SMCR, an MTU, or an IRR officer.

a. Field Rations. Rations furnished to a reservist engaged in maneuvers or training exercises are considered as field rations. MCO P10110.14 and MCO 10110R.1 provides guidance for the sale of field rations to Reserve officers. When on field duty, officers will pay for their meals at the prescribed rates either by cash or collection from pay. Reservists participating in field duty in excess of 10 days will pay for field rations by pay account checkage.

b. For reserve officer and enlisted members, use the following statement to report a one-time checkage of field rations for periods of field duty less than 10 days. Reserve members receiving subsistence are subject to the same discounted meal rate as AD members.

TTC 375 000            CHEK FLD RATS \_\_\_\_\_ TO \_\_\_\_\_ |  
  
4-byte time effective \_\_\_\_\_ ↑            ↑            ↑            ↑  
8-byte DoD ED (YYYYMMDD) \_\_\_\_\_  
4-byte time effective \_\_\_\_\_  
8-byte DoD ED (YYYYMMDD) \_\_\_\_\_

c. Officer Checkage for Meals Provided but not Paid for during IDT. When a Reserve Officer is provided meal(s) during IDT, all meals are to be paid for in cash, or the member's Reserve pay account will be checked at the prescribed rates for the meals provided. To check a Reserve Officer's pay account, the RU will prepare and submit a NAVMC 11200 to the DFAS-KCC/FPFR.

13. Reserve Enlisted Personnel. A Reserve enlisted Marine may be entitled to BAS for the performance of AD for 30 days or less. The UD entries required for the credit of BAS for Reserve enlisted Marines are shown in Tables 5-7 through 5-11. The entitlement to BAS is based on whether the Marine is in a travel status and the availability of messing facilities at the duty station. The rate of BAS due, if any, will be based on the following:

a. When no per diem is payable, the Marine is entitled to a subsistence allowance based on the commander's determination. The rules for the commander to use in determining BAS entitlement are in the DODFMR, Vol. 7A.

b. When per diem is payable, the Marine is in a travel status, and entitled to rations at the commuted rations rate (DoDFMR, Vol. 7A). Entitlement is dependent on:

(1) Being in a travel status,

(2) In receipt of the subsistence portion of per diem,

(3) Not being in a status that requires subsistence in kind when available (field duty, sea duty, group travel, annual training).

c. When a mileage allowance is payable for travel performed to or from the AD location, the member is in a travel status and entitled to rations at the commuted rations rate (DoDFMR, Vol. 7A, and JFTR).

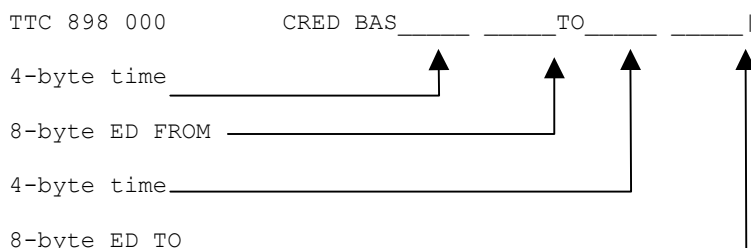
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14. AD Site Within Commuting Distance of the Reserve Marine's Home. When the AD site is within commuting distance of the Marine's residence, the commander of the installation will determine the rate, if any, of BAS the member will receive. Commuted rations, if authorized, cannot be started until the Marine arrives at the duty site, as they may not be retroactively approved.

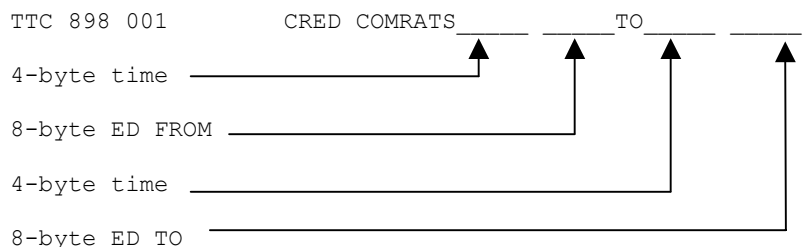
15. AD Site Not Within Commuting Distance of the Reserve Marine's Home. When the AD site is outside the commuting distance of the Marine's home address, as determined by the commander, the Marine is entitled to rations for travel to and from the duty.

16. The two types of reportable subsistence allowance codes and acronyms for use on UD entries involving **reserve personnel** are:

a. **BAS (RIKNA)** - Rations at the no mess available rate (Government messing not available):



b. **COMRATS (SEPRATS)** - Individual authorized to mess separately or travel rations rate (Government messing available):



**NOTE:** TAD RATIONS are limited to personnel on AD for periods of 31 days or longer.

17. BAS for Reserve Personnel while on AD. Enlisted Marines are normally entitled to subsistence allowance at the commuted rations rate (SEPRATS) when on periods of AD when a meal card is not issued. Additionally, subsistence allowance is authorized for periods of transportation to and from AD. In this case, reporting of SEPRATS requires the reporting of two separate entries. One reporting credit for rations during transportation to destination and one for return transportation.

**NOTE:** In addition to the standard reporting requirements, rations will be credited from 0001 on the date of reporting, to 2359 of the last day of receipt. If subsistence is authorized for one complete day, rations must be started at 0001 and terminated 2359 on the same day.

18. While TAD (Active Duty only). Enlisted Marines receiving Partial BAS (BAS-P) are normally entitled to subsistence allowance at the commuted rations rate during periods of TAD away from the geographical area of the PDS. The exceptions involve Marines who are TAD by virtue of assignment, attachment to a unit deployed under the WESTPAC UDP, or in a field duty status. These Marines are not entitled to BAS-P as they are subsisted-in-kind. If, however, enlisted Marines assigned or attached to a UDP unit perform concurrent TAD (TAD under orders away from the unit deployment location), they are entitled to subsistence allowance at the commuted rations rate during the period of concurrent TAD. UD entries for reporting BAS entitlement vary, depending on the length of the TAD period.

a. For those members receiving BAS-P, the following UD entry will be reported by the

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parent unit upon completion of all TAD periods performed outside the limits of the permanent duty station which are less than 31 days. This includes TAD periods which begin and end within the same working day. The Marine's subsistence entitlement at the permanent duty station is not a factor as this entry will adjust an existing entitlement by an offsetting credit/deduction to the MMPA.

```

TTC 325 000          CRED TAD RATIONS _____ TO _____ |
                        ^           ^           ^           ^
4-byte time _____|_____
                        |           |           |           |
8-byte ED (YYYYMMDD) of departure _____|_____
                        |           |           |           |
4-byte time _____|_____
                        |           |           |           |
8-byte ED (YYYYMMDD) of return _____|_____
  
```

**NOTE:** The reporting of CRED TAD RATIONS will create a checkage for deployed per diem. The reporting of STRT/STOP COMRATS WHILE TAD will restart deployed per diem.

b. The CRED TAD RATIONS entry will also be reported for periods of transportation in conjunction with emergency leave with Government-funded round trip travel. This will require two separate entries; one reporting credit for TAD rations during initial transportation, and one for the return transportation. The entries should be reported on the same UD reporting the period of emergency leave.

c. Due to crossing the International Date Line, it is possible that leave orders could reflect that the Marine arrived in CONUS the day before departure from the overseas command. In this instance; for example, if the time and date of arrival in CONUS is before the time and date of departure from the overseas command, do not report the CRED TAD RATIONS entry for the period of transportation to CONUS. Monetarily, the Marine will be reimbursed when the CRED TAD RATIONS entry is reported for the period of transportation from CONUS to the overseas command.

d. When a Marine detaches the old permanent duty station for a period of temporary duty in excess of 44 days en route PCS, the CRED TAD RATIONS must be used to ensure the Marine receives credit for TDY rations on the day of reporting. Rations must be credited from the time and date of reporting to 2359 the same day. Then, the UD statement in paragraph 81001.16c must be reported to start TDY rations for the duration of the Marine's temporary duty. For example, a Marine detached the permanent duty station at 0900 on 15 June 1998 and reported to the TDY station at 1230 the same day, for a period of TDY in excess of 44 days. In addition to the standard reporting requirements, the CO must credit rations from the time and date of reporting to 2359 the same day; e.g., CRED TAD RATIONS 1230 19980615 TO 2359 19980615|. In addition, TDY rations must be started at 0001 the following day; e.g., STRT COMRATS WHILE TDY 0001 19980616|.

e. For periods of TAD of 31 days or more, but 6 months or less, the parent command will report entitlement to commuted rations using the following UD statements: **Ensure TAD in excess of 6 months is approved by proper authority.**

(1) The STRT COMRATS WHILE TAD entry automatically terminates a members BAS-P entitlement at 2359 on the day prior to the commencement of the TAD rations. Subsistence entitlement in effect at the permanent duty station 1 minute prior to the commencement of the BAS entitlement. If a STRT statement is reported with an erroneous time, a delete/add or a delete as erroneous entry is required. Report the STRT statement again with the correct time. **The reporting of STRT/STOP COMRATS WHILE TAD will automatically stop and restart deployed per diem. The STRT COMRATS WHILE TAD entry must be reported with a time later than 0001 or the entry will fail.** Use the following statement to report when the Marine departs on TAD:

```

TTC 166 000          STRT COMRATS WHILE TAD _____ ED _____ |
                        ^           ^
4-byte time _____|_____
                        |           |
                        |           |
  
```

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8-byte ED (YYYYMMDD) of departure \_\_\_\_\_

(2) Upon completion of the period of TAD, the STOP entry will terminate commuted rations entitlement. UD entries reporting the entitlement are based on the entitlement in effect at the permanent duty station prior to going TAD. If the entitlement did exist, report the appropriate UD statement below to start the applicable subsistence entitlement at a minimum of 1 minute past the time of return reported on the STOP COMRATS WHILE TAD entry. Report the appropriate entry on the next UD submitted.

TTC 167 000                  STOP COMRATS WHILE TAD\_\_\_\_ED\_\_\_\_\_ |

4-byte time (0001) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of return \_\_\_\_\_ ↑

TTC 137 000                      STRT COMRATS \_\_\_\_\_ ED \_\_\_\_\_ |

4-byte time (0001)                      ↑                      ↑

8-byte ED (YYYYMMDD) of return                      ↑

TTC 138 000                      STOP COMRATS \_\_\_\_\_ ED \_\_\_\_\_ |

4-byte time (0001) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of return \_\_\_\_\_ ↑

TTC 142 000                      STRT BAS \_\_\_\_\_ ED \_\_\_\_\_ |

4-byte time (0001)                      ↑                      ↑

8-byte ED (YYYYMMDD) of return                      ↑

19. While on Permanent Change of Station Orders (PCSO) and While TDY on PCSO. Except for recruits on accession travel discussed in subparagraph 81001.17, enlisted Marines are entitled to subsistence at the commuted rations rate for the entire period of elapsed time in conjunction with a PCS. System processing of the entitlement is based upon the EDA reported with the transfer entry. When the EDA exceeds 30 days from the date of detachment, the system will automatically commence credit at the commuted rations rate.

a. EDA of Less Than 31 Days. A UD entry reporting subsistence entitlement will not be reported. Reporting of elapsed time by the FO at the new duty station will automatically generate the appropriate subsistence entitlements.

b. EDA Exceeds 30 Days. A UD entry reporting subsistence entitlement will not be reported, unless the Marine will also be performing temporary duty (TDY) en route for a period which will exceed 44 days. In this instance, refer to subparagraph 81001.16c, below. Otherwise, based upon an EDA indicating elapsed time in excess of 30 days, the system will automatically commence subsistence entitlement that will remain in effect for the entire period of elapsed time. Reporting of elapsed time by the FO at the new duty station will terminate and adjust commuted rations by offsetting deductions and credits of the appropriate subsistence entitlements.

c. TDY Enroute in Excess of 44 Days. The FO at the TDY station is required to report elapsed time for the Marine who will perform TDY in excess of 44 days in conjunction with PCS. Reporting of elapsed time will terminate the subsistence entitlement which commenced upon detachment from the old duty station. Therefore, the following UD entry must be reported to commence entitlement at the TDY station:

```
TTC 146 000          STRT COMRATS WHILE TDY 0001 ED      |
```



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8-byte ED (YYYYMMDD)  
(must be the day after the day the Marine  
reported to the temporary station) \_\_\_\_\_

### d. Termination of TDY COMRATS.

(1) If the new permanent duty station is different from the temporary duty site, no UD entry is required. Reporting of elapsed time at the new permanent duty station will terminate TDY COMRATS and generate subsistence entitlements for the period of elapsed time subsequent to the period of TDY.

(2) If the new permanent duty station is within the same geographical location as the temporary duty site (i.e., PDS is MCAS New River and TDS is MCB Camp Lejeune) and no elapsed time has occurred, the gaining unit will report the UD statement below to stop entitlement to TDY COMRATS:

TTC 167 001                      STOP COMRATS WHILE TDY \_\_\_\_\_ ED \_\_\_\_\_ |  
4-byte time                      \_\_\_\_\_ ↑                      ↑  
8-byte ED (YYYYMMDD) TDY terminates \_\_\_\_\_

## 20. Recruit Accession Travel (PCSO/TDY ON PCSO)

a. Enlisted Marines in the training pipeline (accession travel) are entitled to commuted rations:

(1) when actually performing travel under orders,

(2) when performing temporary duty (TDY) as a recruiter assistant where rations are not available,

(3) when orders are received designating a permanent duty station, to include any TDY en route.

b. The reporting of elapsed time by the FO will automatically generate entitlement to BAS for periods of actual travel performed and for periods of TDY performed as a recruiter assistant, when entitled under subparagraph 81001.17a(2).

c. The FO will not report periods of TDY en route to the first permanent duty station, except TDY performed as a recruiter's assistant. Rules 10 through 13 of Table 8-11 do not apply. Administrative units are to report the following entry to commence entitlement to BAS during periods of TDY (if otherwise entitled per subparagraph 81001.17a(3)), when separate rations are authorized at the TDY station (i.e., government mess not available):

TTC 146 000                      STRT COMRATS WHILE TDY 0001 ED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) (must be the day after the  
Marine reported to the temporary station) \_\_\_\_\_ ↑

d. It is not necessary to report the termination of TDY COMRATS started under subparagraph 81001.17c. Entitlement will be terminated by the reporting the Marine's transfer upon his/her detachment from this duty station.

e. The restriction against payment of BAS for periods of TDY performed en route to the first permanent duty station, except when the Marine is accompanied by dependents to the TDY station or no government mess is available, does not, however, preclude entitlement to BAS at the TDY site if otherwise authorized by the unit command pursuant to instructions in MCO 10110.47. In this instance, normal UD procedures for BAS entitlement apply.

21. Assigned to Field Duty While TAD (Field Rations Furnished). Marines assigned to field duty while TAD are not entitled to commuted rations for the duration of the field duty. The procedures for reporting periods of non-entitlement vary depending on the length of the TAD

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period and field duty.

80302. PARTIAL BASIC ALLOWANCE FOR SUBSISTENCE (BAS-P) AND SUPPLEMENTAL PARTIAL BASIC (SUPPLEMENTAL BAS) (AD AND RES).

1. Partial Basic Allowance for Subsistence (BAS-P). All enlisted members, who are receiving basic pay (includes E-1 under 4 months of active service), subsisted in kind, not receiving any type of BAS, and not attending boot camp, are entitled to BAS-P. BAS-P will always be paid in full days, therefore, the hour|hour/minute|minute (HHMM) will be 0001 on the start and 2359 on the stop.

- a. Use the following statement to report START a member's entitlement to BAS-P:

TTC 142 001            STRT BAS-P 0001 ED\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

- b. Use the following statement to report STOP a member's entitlement to BAS-P:

TTC 143 001            STOP BAS-P 2359 ED\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

3. Supplemental Partial Basic Allowance for Subsistence (Supplemental BAS-P). Supplemental BAS-P is a per meal payment that applies to enlisted members receiving BAS-P for being subsisted in kind or receiving SEPRATS. Members are entitled to Supplemental BAS-P, when proper authority determines their duties require them to be absent from their PDS and/or working hours, or duties prevent them from eating certain meals in a government mess or require them to buy a meal or meals from other than a government mess. To credit a member's pay account, prepare and submit to the FO a NAVMC 11200. Refer to the MCTFS APSM.

80303. FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE (FSSA).

1. The FY01 National Defense Authorization Act (NDAA) directs the payment of Family Subsistence Supplemental Allowance (FSSA) to eligible members of the Armed Forces who would normally be entitled to food stamps effective 1 May 2001. The Commanding Officer will determine member's eligibility for FSSA via the FSSA form/application that will be resident at MOL. If a member is entitled, the Commanding Officer will, on a monthly basis, forward a NAVMC 11116 with a copy of the FSSA application attached, to the FO/DO for action. The Commanding Officer is also responsible for notifying the FO/DO when the member has been promoted, when the member is executing a PCS move, the monthly household income increases by \$100 or more, or the member's household size decreases.

2. The 5 digit pay codes for FSSA are:

<u>TYPE OF MARINE</u>	<u>CODE</u>
ACTIVE ENLISTED	41302
ENLISTED RESERVIST (ON ACUD FOR MORE THAN 30 DAYS)	31415

RESERVISTS (ON ACUD FOR LESS THAN 30 DAYS) are required to submit 11116 to the Reserve Pay Branch at DFAS Kansas City for processing an FSSA credit.

3. Further information for FSSA may be obtained at [HTTPS://www.mol.usmc.mil//](https://www.mol.usmc.mil//) and MCTFS APSM.

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TABLE 8-1--BAS (OTHER THAN HOMESITE - AT) ORDERS ISSUED TO MEMBER'S RESIDENCE.

R U L E	A	B	C	D	E
	When an enlisted Reserve member	and member is	and homesite messing is	and duty site messing is	the daily rate of subsistence is (see DoDFMR Table 25-5 for rates) From...To... ( <b>NOTE 1</b> )
1	performs AT other than homesite ( <b>NOTES 2, 3, and 4</b> )	entitled to per diem or mileage (under individual orders)	Available	available	Authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, Partial BAS (BAS-P) at the duty site, authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 on day of termination of AT for travel from duty site to home; ( <b>NOTE 5</b> )
2			available	not available	Authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, and at duty site from 0001 until 2359 on day prior to termination of AT, authorized to mess separately (COMRATS) from 0001 until 2359 for travel from duty site to home; ( <b>NOTE 5</b> )
3	performs AT other than homesite ( <b>NOTES 2, 3, and 4</b> )	entitled to per diem (except when under group travel orders from HTC to duty site and return	not available	available	authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, Partial BAS (BAS-P) at the duty site, authorized to mess separately (COMRATS) from 0001 until 2359 on day of termination of AT for travel from duty site to home; ( <b>NOTE 5</b> )
4	Performs AT other than homesite ( <b>Notes 2, 3, and 4</b> )	entitled to per diem (except when under group travel orders from HTC to duty site and return	not available	not available	authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, Rations-In-Kind-Not-Available (RIKNA) at duty site, until 2359 day prior to termination of AT; authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 on day of termination of AT for travel from duty site to home; ( <b>NOTE 5</b> )

**NOTE 1:** Members under orders for temporary field assignment, temporary afloat assignment, essential unit messing (EUM) or group travel, are entitled to the same type of BAS (RIKNA, SEPRATS or Partial BAS (BAS-P) and subsistence status which they held at their PDS. However, members are charged the discounted meal rate for full days for meals available and are charged 25 percent of the discounted meal rate for the first and last day of temporary duty.

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Those members receiving BAS-P continue to be entitled to BAS-P and not charged for meals.

**NOTE 2:** When the homesite is not specified as a place of duty in the orders, periods spent "awaiting transportation" at the homesite in conjunction with travel to the duty site will not affect subsistence entitlement as travel status commenced at 0001 upon departure from home. If duty is performed at the homesite, a member is entitled to subsistence based on the availability or non-availability of messing at the homesite.

**NOTE 3:** Passengers in POV's are included under these rules as they are in a "travel status" and entitled to reimbursement under the provision of JFTR, paragraph U7150.

**NOTE 4:** MCO 10110.47 states "meal cards will, when appropriate, be issued to reservists on Annual Training (AT)", in this case the member is entitled to Partial BAS (BAS-P).

**NOTE 5:** Members who are required to procure meals or lodging at personal expense will be reimbursed under the provisions of JFTR, paragraph U4102. When members are reimbursed for meals procured at personal expense, they are entitled to BAS for those meals at the rate which they had at their permanent duty station, except that the rate will not be less than SEPRATS.

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TABLE 8-2--BAS. (RESERVE)  
GENERAL INFORMATION

R U L E	A	B	C	D
	When an enlisted reservist	and	the UD entry is	and the DoDFMR authority is
1	Performs AD at home training site (See <b>NOTE 1</b> )	was authorized to mess separately	CRED COMRATS 0001 (date) TO 2359 (date) ( <b>NOTE 2</b> )	Table 25-4, rule 2
2		mess was not available	CRED BAS 0001 (date) TO 2359 (date) ( <b>NOTE 2</b> ) (RIKNA rate)	Table 25-4, rule 3
3		use of mess impractical		Table 25-4, rule 4
4	Performed AD at other than home training site ( <b>NOTE 3</b> )	Was entitled to travel per diem or mileage allowance, messing available and authorized to mess separately	CRED COMRATS 0001 (date) TO 2359 (date) ( <b>NOTE 2</b> ) (RIKNA Rate)	Table 25-4
5		mess was not available	CRED BAS 0001 (date) To 2359 (date) ( <b>NOTE 2</b> )	
6		AD CO determined the use of mess was impractical		
7	Received credit of COMRATS or had credit entry reported	was not entitled to BAS/COMRATS for part of previously reported period	CHEK COMRATS 0001 (date) TO 2359 (date) ( <b>NOTE 2</b> )	
8	received credit of BAS or had credit entry reported		CHEK BAS 0001 (date) TO 2359 (date) (Note 2) (RIKNA Rate)	

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TABLE 8-2 CONTINUED--BAS. (RESERVE - GENERAL INFORMATION)

R U L E	A	B	C	D
	When an enlisted reservist	and	the UD entry is	and the DODFMR authority is
9	performed AD under emergency conditions	mess not available and proper authority approved the emergency ration rate	CRED EMERG SUBS (date) TO (date) AT \$ (rate) HIST: (authority) <b>(NOTES 2 and 4)</b>	Authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, Rations-in-Kind-Not-Available (RIKNA) at duty site until 2359 day prior to termination of AT; authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 on day of termination of AT for travel from duty site to home. <b>(NOTE 5)</b>
10	received credit of emergency rations or had credit entry reported	was not entitled to emergency rations for part of the period reported	CHEK EMERG SUBS (date) TO (date) AT \$ (rate) HIST: (authority) <b>(NOTES 2 and 4)</b>	DoDFMR Vol 7 Par. 250302.
11	Subsistence allowance-Shore Patrol Duty		CRED COMRATS 0001 (date) TO 2359 (date)	DoDFMR Vol 7A Par. 250302.
12	performed AD at home training site and not entitled to Partial BAS (BAS-P)	performed duties at required absence from home training site which prevented use of government mess	Not applicable. Prepare a DD Form 1475 granting BAS-P plus Supplemental BAS for each meal. See MCO 7220.42 for forms preparation.	Table 25-4, Rule 5 Table 25-6, Rules 1, 2, and 3 for rates
13	performed AD at home training site and was entitled to COMRATS	Performed duties that required absence from home training site which required buying meals from other than chow halls	Not applicable. Prepare a DD Form 1475 granting SEPRATS plus Supplemental BAS for each meal. See MCO 7220.42 for forms preparation.	Table 25-4, Rule 6 Table 25-6, Rules 4, 5, and 6 for rates
14	is sick in hospital in connection with an IDT of AD period	member pays for meals eaten in a Govt. mess either by cash or collection from pay	CRED COMRATS 0001 (date) TO 2359 (date) <b>(NOTE 2)</b>	Table 25-3, Rule 7, Note 6

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**NOTE 1:** If duty is performed at the homesite, the member may be authorized BAS at the "authorized to mess separately" rate (COMRATS/SEPRATS) while at the homesite if proper authorization has been granted. COMRATS authorization form (NAVMC 10522) or locally produced form may be utilized stating time and date of authorization. A new authorization must be approved for each period of AT.

**NOTE 2:** The period reported must equal or include dates within a previously or concurrently reported AD period.

**NOTE 3:** Credit COMRATS/SEPRATS for the allowed travel time to and from the training site. Report 0001 until 2359 for travel to duty site and 0001 until 2359 on day of Termination of AT. (See DoDFMR, Table 25-1, Rule 1).

**NOTE 4:** Report daily rate of emergency subsistence.

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TABLE 8-3--BAS (OTHER THAN HOMESITE AD AND AT) OTHER THAN ORDERS ISSUED TO MEMBER'S RESIDENCE					
R U L E	A	B	C	D	E
	When an enlisted reservist	and member is	and homesite messing is	and duty site messing is	the daily rate of BAS is (See DoDFMR Table 25-5 for rates) FROM...TO... <b>(NOTES 1 and 2)</b>
1	performs AD other than AT at other than homesite	entitled to per diem or mileage (under individual orders) <b>(NOTE 3)</b>	available	available	authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, Partial BAS (BAS-P) at duty site, authorized to mess separately (COMRATS) from 0001 until 2359 on day of termination of AT for travel from duty site to home; <b>(NOTES 4 and 5)</b>
2		entitled to per diem (except when under group travel orders) <b>(NOTE 3)</b>		not available	authorized to mess separately (COMRATS/SEPRATS) From 0001 until 2359 for travel to duty site, and at duty site from 0001 until 2359 on day prior to termination of AT, authorized to mess separately (COMRATS) from 0001 until 2359 for travel from duty site to home; <b>(NOTE 5)</b>



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TABLE 8-3 CONTINUED--BAS (OTHER THAN HOMESITE AD AND OTHER THAN AT) ORDERS  
ISSUED TO MEMBER'S RESIDENCE. (RESERVE)

R U L E	A	B	C	D	E
	When an enlisted reservist	and member is	and homesite messing is	and duty site messing is	the daily rate of BAS is (See DoDFMR paragraph 30136 for rates) FROM...TO... (NOTES 1 and 2)
3		Entitled to per diem (except when under group travel orders) (NOTE 3)	not available	available	authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, Partial BAS (BAS-P) at duty site, authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 on day of termination of AT for travel from duty site to home; (NOTES 4 and 5)
4		entitled to per diem (except when under group travel orders) (NOTE 3)	not available	not available	Authorized to mess separately (COMRATS) from 0001 until 2359 for travel to duty site, rations-in-kind- not-available (RIKNA) at duty site, until 2359 day prior to termination of AT; authorized to mess separately (COMRATS) from 0001 until 2359 on day of termination of AT for travel from duty site to home; (NOTE 5)

**NOTE 1:** Members under orders for temporary field assignment, temporary afloat assignment, essential unit messing (EUM) or group travel, are entitled to the same type of subsistence (RIKNA, SEPRATS or Partial BAS (BAS-P) and subsistence status which they held at their PDS. However, members are charged the discounted meal rate for full days for meals available and are charged 25 percent of the discounted meal rate for the first and last day of temporary duty. Those members receiving BAS-P continue to be entitled to BAS-P and not charged for meals.

**NOTE 2:** When the homesite is not specified as a place of duty in the orders, periods spent "awaiting transportation" at the homesite in conjunction with travel to the duty site will not affect BAS entitlement as travel status commenced at 0001 upon departure from home. If duty is performed at the homesite, a member is entitled to BAS based on the availability or non-availability of messing at the homesite.

**NOTE 3:** Passengers in POV's are included under these rules as they are in a "travel status"

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and entitled to reimbursement under the provision of JFTR, paragraph U7150.

**NOTE 4.** MCO 10110.47 states "Meal cards will, when appropriate, be issued to reservists on annual training (AT)", in this case the member is entitled to Partial BAS (BAS-P).

**NOTE 5:** Members who are required to procure meals or lodging at personal expense will be reimbursed under the provisions of JFTR, paragraph U4102. When members are reimbursed for meals procured at personal expense, they are entitled to BAS for those meals at the rate which they had at their permanent duty station, except that the rate will not be less than SEPRATS.

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TABLE 8-4--BAS (HOMESITE AD AND AT) ORDERS ISSUED TO MEMBER'S RESIDENCE. (RESERVE)				
R U L E	A	B	C	D
	When an enlisted reservist	and rations in kind are	and proper authority has	the daily rate of BAS is (see DoDFMR Table 25-5 for rates) FROM...TO... <b>(NOTE 1)</b>
1	performs homesite AD or AT (member entitled to mileage and/or Per Diem for travel to homesite) <b>(NOTE 2)</b>	available and furnished		authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, BAS (BAS-P) at the duty site, authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 on day of termination of AD/AT for travel from duty site to home.
2		available	granted such to mess separately <b>(NOTE 3)</b>	Authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, and at duty site from 0001 until 2359 on the day prior to termination of AD/AT; authorized to mess separately (COMRATS) from 0001 until 2359 on day of termination of AD/AT for travel from duty site to home.
3		not available		Authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, rations in kind not available (RIKNA) at duty site until 2359 the day prior to termination of AD/AT; authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 on day of termination of AD/AT for travel from duty site to home.
4		available but impractical to furnish <b>(NOTE 4)</b>	Made determination of impracticality	Authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 for travel to duty site, rations in kind not available (RIKNA) from 0001 on the date when impractical was made until 2359 day prior to termination of AD/AT; authorized to mess separately (COMRATS/SEPRATS) from 0001 until 2359 on day of termination of AD/AT for travel from duty site to home.

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TABLE 8-4 CONTINUED--BAS (HOMESITE AD AND AT) ORDERS ISSUED TO MEMBER'S RESIDENCE. (RESERVE)

R U L E	A	B	C	D
	When an enlisted reservist	and rations in kind are	and proper authority has	The daily rate of subsistence is (see DoDFMR paragraph 30136 for rates) FROM...TO... (NOTES 1 and 2)
5	Performs homesite AD/AT, and AD/AT site is within commuting distance but member is prevented by competent authority from commuting	Not available	made determination that military duties prohibited member from commuting	rations in kind not available RIKNA during normal working hours, authorized to mess separately rate (COMRATS/SEPRATS) and Per Diem outside working hours. (NOTE 6)

**NOTE 1:** Members under orders for temporary field assignment, temporary afloat assignment essential unit messing (EUM) or group travel, are entitled to the same type of subsistence (RIKNA, SEPRATS OR Partial BAS (BAS-P) and subsistence status which they held at their PDS. However, members are charged the discounted meal rate for full days for meals available and are charged 25 percent of the discounted meal rate for the first and last day of temporary duty. Those members receiving BAS-P and not charged for meals.

**NOTE 2:** Passengers in POV's are included under these rules as they are in a "travel status" and entitled to reimbursement under the provision of JFTR, paragraph U7150.

**NOTE 3:** Member may be authorized subsistence at the authorized to mess separately rate COMRATS/SEPRATS while at homesite if proper authorization has been granted. COMRATS authorization form (NAVMC 10522) or endorsement on members orders may be utilized stating time and date of authorization. A new authorization must be approved for each period of AD or AT.

**NOTE 4:** Under this rule impracticality determination is made by CMC/MPP. See DoDFMR Vol7A, Table 25-4, Rule 4.

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TABLE 8-5--BAS (ENLISTED PERSONNEL) . (ACTIVE DUTY)					
R U L E	A	B	C	D	E
	If the Marine	and	the UD entry is	and the DoDFMR Vol. 7A authority is	TTC
1	joined for duty under PCS orders (see <b>NOTE 1</b> )	is authorized to mess separately SEPRATS	STRT SEPRATS (0001) ED (date)	Table 25-4	137 000
2		mess is not available (RIKNA)	STRT RIKNA (0001) ED (date)	Table 25-4 rules 3 & 4	142 000
3		CO determines that the use of mess is impracticable			
4	joined for duty under PCA orders in the same geo location, travel not authorized (see <b>NOTE 2</b> )	is authorized to mess separately (SEPRATS)	STRT SEPRATS (0001) ED (date)	Table 25-4	137 000
5		mess is not available (RIKNA)	STRT BAS (0001) ED (date)	Table 25-4 rules 3 & 4	142 000
6		CO determines that the use if mess is impracticable			

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TABLE 8-5 CONTINUED--BAS (ENLISTED PERSONNEL) . (ACTIVE DUTY)					
R U L E	A	B	C	D	E
	If the Marine	and	the UD entry is	and the DoDFMR Vol. 7A authority is	TTC
7	is TAD away from the permanent duty station for less than 31 days <b>(NOTE 3)</b> or is on emergency leave in CONUS from and overseas command	member is in receipt Partial BAS (BAS-P) at the permanent duty station	CRED TAD RATINGS (0001) ED (date)   Upon return to the parent unit. (Chapter 7 for additional instructions concerning leave situations)		325 000
		member is in receipt of COMRATS/SEPRATS at PDS	Not applicable. No UD entry is required.		
8	is TAD away from the geo area of the PDS for a period of 31 days but less than 6 months <b>(NOTE 3)</b>	member is in receipt of Partial BAS (BAS-P) at the permanent duty station. member is in receipt of COMRATS/SEPRATS at PDS	STRT COMRATS WHILE TAD (0001) ED (date)   <b>(NOTE 5)</b>  Not applicable. No UD entry is required.		166 000
9	Returns to the PDS from a period of TAD in excess of 30 days <b>(NOTE 3)</b>	Member is in receipt of Partial BAS (BAS-P) at the permanent duty station	STOP COMRATS WHILE TAD (2359) ED (date)   <b>(NOTES 4 and 5)</b>		167 000

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TABLE 8-5 CONTINUED--BAS (ENLISTED PERSONNEL) .  
(ACTIVE DUTY)

R U L E	A	B	C	D	E
	If the Marine	and	the UD entry is	And the DoDFMR Vol. 7A authority is	TTC
10	is transferred under PCS orders (see <b>NOTE 7</b> )	the EDA is less than 31 days	No UD entry is required. Subsistence entitlement will be generated when elapsed time is reported at the new duty station		
11	is transferred under PCS orders	the EDA exceeds 30 days, or TDY in excess of 44 days will not be performed en route	No UD entry is required. Subsistence entitlement will be system- generated based upon the EDA		
12		TDY in excess of 44 days will be performed in conjunction with the PCS	STRT COMRATS WHILE TDY (0001) ED (date)   ( <b>NOTE 9</b> )		146 000
13		arrives at a TDY station for TDY in excess of 44 days on the same day as detached from the old PDS	CRED TAD RATIONS (0001) ED (date)   (2359) ED (date)   and STRT COMRATS WHILE TDY (0001) (date)   ( <b>NOTE 8</b> )		325 000  146 000
14		departs the temporary duty station where TDY COMRATS were started under rule 12 above	No UD entry is required. TDY COMRATS will be terminated when elapsed time is reported at the new PDS.		

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TABLE 8-5 CONTINUED--BAS (ENLISTED PERSONNEL) . (ACTIVE DUTY)					
R U L E	A	B	C	D	E
	If the Marine	and	The UD entry is	and the DoDFMR Vol. 7A authority is	TTC
15	is on duty or assigned to a duty station under emergency conditions	mess not available and proper authority approved the emergency ration rate	STRT EMERG SUBS (0001) ED (date) AT (\$__.)  HIS  (authority)	Table 25-4 rule 7	289 000
16	departs station where emergency exists	was in receipt of emergency subsistence per rule 15.	STOP EMERG SUBS (2359) ED (date)		290 000
17	Arrives home or at a designated place (NOTE 9)	is awaiting the results of a PEB proceedings	STRT BAS (0001) ED (date)   (RIKNA)	Table 25-4 Rule 8	142 000
18	is paid shore patrol allowance while ordered to that duty	is in receipt of COMRATS/SEPRATS or RIKNA	Not applicable	DoDFMR Vol 7A, par. 250302.C	
19	is on duty at PDS and not in receipt Partial BAS (BAS-P)	performs duties that require absence from PDS which prevents the Marine from eating certain meals in the Govt. mess	Not applicable. Prepare a DD 1475 granting BAS-P plus Supplemental BAS for each meal see MCO 7220.31 for forms preparation.	Table 25-4 rule 5  Table 25-6, Rules 1, 2, and 3 for rates	
20	is on duty at PDS and is in receipt of COMRATS		Not applicable. Prepare a DD 1475 granting SEPRATS Plus Supplemental BAS for each meal. See MCO 7220.42 for forms preparation.	Table 25-4 Rule 2  Table 25-6, Rules 4, 5, and 6 for rates.	



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TABLE 8-5 CONTINUED--BAS (ENLISTED PERSONNEL) . (ACTIVE DUTY)					
R U L E	A	B	C	D	E
	If the Marine	and	the UD entry is	and the DoDFMR Vol. 7A authority is	TTC
21	departs TAD site in a group travel status for return to PDS (Notes 3 & 4)	is authorized COMRATS/SEPRATS at the PDS	Not applicable	Table 25-3 rule 1	
22	Departs for TAD away from PDS in a group travel status (NOTES 3 and 4)	is not authorized BAS-P at the PDS but is at the TAD site	STRT COMRATS WHILE TAD (0001) ED (date after arrival at TAD site)	Table 25-3 rule 1	166 000
23	departs TAD site in group travel status for return to PDS (NOTES 3 and 4)	Is authorized BAS-P at the PDS but is authorized COMRATS/SEPRATS at the TAD site	STOP COMRATS WHILE TAD (2359) ED (date prior to date of departure from TAD site)	Table 25-4 rule 1	167 000

**NOTE 1:** Effective 1 January 1998, any change among subsistence types or between RIKNA and SEPRATS caused by a status change which extends beyond a single day, is credited on a full day basis without being prorated. All start times are reported as 0001 and all stop times are reported as 2359.

**NOTE 2:** When a Marine is transferred under PCS orders in the same geographical location (travel not authorized) and the Marine is authorized to mess separately, report entitlement to RIKNA/SEPRATS with a start time of 0001 effective the date the Marine transferred.

**NOTE 3:** Members under orders for temporary field assignment, temporary afloat assignment, essential unit messing (EUM) or group travel, are entitled to the same type of subsistence (RIKNA, SEPRATS or Partial BAS (BAS-P) and subsistence status which they held at their PDS. However, members are charged the discounted meal rate for full days for meals available and are charged 25 percent of the discounted meal rate for the first and last day of temporary day. Those members receiving BAS-P continue to be entitled to BAS-P and not charged for meals. The CO will require the Marine to furnish an itinerary indicating dates and times of departure from old duty station and arrival home. The mode of travel will be shown. Compute constructive arrival dates via commercial surface transportation over shortest usually traveled route.

**NOTE 4:** Computation of entitlement while TAD is based upon the time and date of departure and the time and date of return. In instances where group travel is involved refer to the JFTR for proper entitlement times and dates. Accordingly, the parent command is responsible for reporting these entries.

**NOTE 5:** Reporting this entry will generate a message on the ADF advising that a STRT COMRATS/BAS entry must be reported if entitlement again exists at the permanent duty station.

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**NOTE 6:** The conditions shown in rules 6, 7, and 8 include situations where Marines perform concurrent TAD while deployed under the WESTPAC UDP. See subparagraph 81001.15 for additional information.

**NOTE 7:** These statements must be reported at the temporary duty station. When reporting STRT COMRATS WHILE TDY entry, 0001 is used as the effective time and date after the day the Marine reported to the temporary duty station is used as the ED.

**NOTE 8:** This statement must be reported at the temporary duty station. The time must be 0001 and the ED must be the date after the day the Marine reported to the temporary duty station. This entry will fail if reported prior to the posting of the elapsed time.

**NOTE 9:** Rules 10 through 13 are not applicable to recruits performing accession travel.

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## SECTION 4: SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)

### 80400. INTRODUCTION.

1. The different categories of this Section are those items that pertain to SGLI. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
309 008 SGLI NONE ED _____	HQ REG RES	N	Y
309 009 SGLI ONE ED _____	HQ REG RES	N	Y
309 010 SGLI TWO ED _____	HQ REG RES	N	Y
309 011 SGLI THREE ED _____	HQ REG RES	N	Y
309 012 SGLI FOUR ED _____	HQ REG RES	N	Y
309 013 SGLI FIVE ED _____	HQ REG RES	N	Y
309 014 SGLI SIX ED _____	HQ REG RES	N	Y
309 015 SGLI SEVEN ED _____	HQ REG RES	N	Y
309 016 SGLI EIGHT ED _____	HQ REG RES	N	Y
309 017 SGLI NINE ED _____	HQ REG RES	N	Y
309 018 SGLI TEN ED _____	HQ REG RES	N	Y
309 019 SGLI ELEVEN ED _____	HQ REG RES	N	Y
309 020 SGLI TWELVE ED _____	HQ REG RES	N	Y
309 021 SGLI THIRTEEN ED _____	HQ REG RES	N	Y
309 022 SGLI FOURTEEN ED _____	HQ REG RES	N	Y
309 023 SGLI FIFTEEN ED _____	HQ REG RES	N	Y
309 024 SGLI SIXTEEN ED _____	HQ REG RES	N	Y
309 025 SGLI SEVENTEEN ED _____	HQ REG RES	N	Y
309 026 SGLI EIGHTEEN ED _____	HQ REG RES	N	Y
309 027 SGLI NINETEEN ED _____	HQ REG RES	N	Y
309 028 SGLI TWENTY ED _____	HQ REG RES	N	Y
309 029 SGLI TWENTYONE ED _____	HQ REG RES	N	Y
309 030 SGLI TWENTYTWO ED _____	HQ REG RES	N	Y
309 031 SGLI TWENTYTHREE ED _____	HQ REG RES	N	Y
309 032 SGLI TWENTYFOUR ED _____	HQ REG RES	N	Y
309 033 SGLI TWENTYFIVE ED _____	HQ REG RES	N	Y
804 000 PARTL SGLI NONE ED _____	RES	N	N
804 001 PARTL SGLI ONE ED _____	RES	N	N
804 002 PARTL SGLI TWO ED _____	RES	N	N
804 003 PARTL SGLI THREE ED _____	RES	N	N
804 004 PARTL SGLI FOUR ED _____	RES	N	N
804 005 PARTL SGLI FIVE ED _____	RES	N	N
804 006 PARTL SGLI SIX ED _____	RES	N	N
804 007 PARTL SGLI SEVEN ED _____	RES	N	N
804 008 PARTL SGLI EIGHT ED _____	RES	N	N
804 009 PARTL SGLI NINE ED _____	RES	N	N
804 010 PARTL SGLI TEN ED _____	RES	N	N
804 011 PARTL SGLI ELEVEN ED _____	RES	N	N
804 012 PARTL SGLI TWELVE ED _____	RES	N	N
804 013 PARTL SGLI THIRTEEN ED _____	RES	N	N
804 014 PARTL SGLI FOURTEEN ED _____	RES	N	N
804 015 PARTL SGLI FIFTEEN ED _____	RES	N	N
804 016 PARTL SGLI SIXTEEN ED _____	RES	N	N
804 017 PARTL SGLI SEVENTEEN ED _____	RES	N	N
804 018 PARTL SGLI EIGHTEEN ED _____	RES	N	N
804 019 PARTL SGLI NINETEEN ED _____	RES	N	N
804 020 PARTL SGLI TWENTY ED _____	RES	N	N
804 021 PARTL SGLI TWENTYONE ED _____	RES	N	N
804 022 PARTL SGLI TWENTYTWO ED _____	RES	N	N

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804 023 PARTL SGLI TWENTYTHREE ED _____	RES	N	N
804 024 PARTL SGLI TWENTYFOUR ED _____	RES	N	N
804 025 PARTL SGLI TWENTYFIVE ED _____	RES	N	N
820 000 MUSTER SGLI _____ED _____	RES	N	N

80401. SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI) (TTC 804/309/820).

1. All Marines are eligible for SGLI coverage. Effective 1 April 2001, coverage of \$250,000 (at a monthly cost of \$20.00) is automatic in the case of AD personnel and members of the Ready Reserve (SMCR/IMA/MTU). This includes those Marines who previously elected no SGLI coverage. The amount of insurance coverage elected may be increased or decreased in \$10,000 increments from an election of "NONE" to a maximum of \$250,000. This election is not automatic. Marines who initially elect for less than the maximum SGLI coverage of \$250,000 may later apply for increased coverage of up to \$250,000, but must furnish proof of good health and complete a revised April 2001 SGLI 8286 form. Marines who do not want the full coverage may elect reduced coverage in \$10,000 increments, down to \$10,000, or elect no coverage. Such an election must be made in writing by each individual Marine.

2. Unless SGLI is terminated due to UA or confinement, an increase or reinstatement of coverage can be granted when a written application from the Marine has been received and then approved by the Office of SGLI (SGLV 29-8285 will be used). The date of receipt of application with evidence of good health by physical examination or the commander's statement of the Marine's health is considered the date of receipt by the Office of SGLI.

3. The premium cost of \$0.80 per \$10,000 coverage remains the same.

4. **The SGLI election must be recorded on the Marine's Record of Emergency Data (RED).**

5. When the Marine is accessed into MCTFS, an election of \$250,000 coverage is automatically entered into the record. When a Marine elects to increase his/her SGLI coverage, the ED reported will be the 1st day of the month in which the coverage was elected. (**EXAMPLE:** SNM elects to change coverage from \$100,000 to \$200,000 on 12 December 1998. SGLI is to be reported with an ED of 19981201.) When a Marine elects to decrease his/her SGLI coverage, the ED reported will be the 1st day of the following month in which coverage was elected. (**EXAMPLE:** SNM elects to decrease his/her SGLI coverage from \$200,000 to \$50,000 on 12 December 1998. In this instance SGLI would be reported on 19990101 with an ED of 19990101.)

TTC 309 XXX SGLI \_\_\_\_\_ED \_\_\_\_\_|

Option abbreviation;  
(i.e., NONE, TWO,  
FIVE, TEN, or  
SEVENTEEN

8-byte ED (YYYYMMDD)

TTC	STATEMENT	CODE	COVERAGE OPTION	MONTHLY PREMIUM
309 008	SGLI NONE ED _____	0	NOT COVERED	\$ 0.00
309 009	SGLI ONE ED _____	1	\$ 60,000	\$ 4.80
309 010	SGLI TWO ED _____	2	\$ 10,000	\$ 0.80
309 011	SGLI THREE ED _____	3	\$ 70,000	\$ 5.60
309 012	SGLI FOUR ED _____	4	\$ 20,000	\$ 1.60
309 013	SGLI FIVE ED _____	5	\$ 80,000	\$ 6.40
309 014	SGLI SIX ED _____	6	\$ 30,000	\$ 2.40
309 015	SGLI SEVEN ED _____	7	\$ 90,000	\$ 7.20
309 016	SGLI EIGHT ED _____	8	\$ 40,000	\$ 3.20
309 017	SGLI NINE ED _____	9	\$100,000	\$ 8.00
309 018	SGLI TEN ED _____	A	\$ 50,000	\$ 4.00
309 019	SGLI ELEVEN ED _____	B	\$110,000	\$ 8.80
309 020	SGLI TWELVE ED _____	C	\$120,000	\$ 9.60
309 021	SGLI THIRTEEN ED _____	D	\$130,000	\$10.40
309 022	SGLI FOURTEEN ED _____	E	\$140,000	\$11.20

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309 023	SGLI FIFTEEN ED _____	F	\$150,000	\$12.00
309 024	SGLI SIXTEEN ED _____	G	\$160,000	\$12.80
309 025	SGLI SEVENTEEN ED _____	H	\$170,000	\$13.60
309 026	SGLI EIGHTEEN ED _____	I	\$180,000	\$14.40
309 027	SGLI NINETEEN ED _____	J	\$190,000	\$15.20
309 028	SGLI TWENTY ED _____	K	\$200,000	\$16.00
309 029	SGLI TWENTYONE ED _____	L	\$210,000	\$16.80
309.030	SGLI TWENTYTWO ED _____	M	\$220,000	\$17.60
309 031	SGLI TWENTYTHREE ED _____	N	\$230,000	\$18.40
309 032	SGLI TWENTYFOUR ED _____	P	\$240,000	\$19.20
309 033	SGLI TWENTYFIVE ED _____	Q	\$250,000	\$20.00

6. The SGLI coverage (AD Marines) terminates at the end of the 31st day of a continuous period of:

a. UA.

b. Confinement by civil authorities under a sentence adjudged by a civilian court.

c. Confinement as a result of the sentence of a court-martial that also adjudged total forfeiture of pay and allowances.

7. The SGLI coverage which was in existence at the time coverage ceased is automatically reinstated as of the date the Marine returns to **duty in a pay status**. No UD entry is required to reinstate this coverage.

8. The following Reserve personnel are eligible for full-time SGLI:

a. Members of the SMCR.

b. Delayed entry reservists prior to reporting to IADT (Category P's only).

c. Marine reservists on AD in excess of 30 days.

d. Members of the IRR who are joined to a Mobilization Training Unit (MTU). Premium deduction is not automatic but is based on prepayment of premiums.

e. Members of the IRR on associate duty or in an appropriate duty status. Premium deduction is not automatic but is based on prepayment of premiums.

**NOTE:** When a Reserve Marine has elected an SGLI amount **other than** \$250,000 and enters AD for a period in excess of 30 days or **has been released** from a period of AD in excess of 30 days, the RU must manually verify the SGLI election in the MCTFS **after the join has posted** and re-report the correct coverage amount if necessary.

9. Full-time SGLI coverage and automatic premium deductions for the SMCR terminates when the reservist is discharged or when transferred to the IRR, the Standby Reserve or the Retired Reserve.

10. IRR and Standby Reserve members are eligible for part-time SGLI coverage incident to an assignment to AD for 30 days or less. Coverage at the full level of SGLI is automatic with the UD reporting the period of AD. If the member elects in writing a reduced part-time SGLI coverage, then report the SGLI election by UD when the to ACDUTRA or COMPL ACDUTRA transaction is reported. The cost is 10 cents per \$1,000 up to \$250,000 in \$10,000 increments. The annual premium rate for each part-time coverage option is shown in the DoDFMR, part 5, chapter 3, section G. For recent changes, refer to DFAS message DTG 201500Z Feb 01 (PAAN 00-01 and RPAAN 00-01).

**NOTE:** Repeated AD in the same fiscal year will not cause premium deduction for SGLI provided a prior deduction was made for the fiscal year.

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- a. Part-time SGLI election is reported with the following statement:

TTC 804 XXX                      PARTL SGLI \_\_\_\_\_ ED \_\_\_\_\_ |

Option abbreviation; for  
example, NONE, TWO, FIVE,  
EIGHT, OR THIRTEEN

8-byte ED (YYYYMMDD), first day of  
month in which AD occurs

- b. Part-time SGLI coverage is reported into the MCTFS with the abbreviations listed below:

<u>TTC</u>	<u>STATEMENT</u>	<u>CODE</u>	<u>COVERAGE OPTION</u>	<u>MONTHLY PREMIUM</u>
804 000	PARTL SGLI NONE ED _____	0	NOT COVERED	\$ 0.00
804 001	PARTL SGLI ONE ED _____	1	\$ 10,000	\$ 1.00
804 002	PARTL SGLI TWO ED _____	2	\$ 20,000	\$ 2.00
804 003	PARTL SGLI THREE ED _____	3	\$ 30,000	\$ 3.00
804 004	PARTL SGLI FOUR ED _____	4	\$ 40,000	\$ 4.00
804 005	PARTL SGLI FIVE ED _____	5	\$ 50,000	\$ 5.00
804 006	PARTL SGLI SIX ED _____	6	\$ 60,000	\$ 6.00
804 007	PARTL SGLI SEVEN ED _____	7	\$ 70,000	\$ 7.00
804 008	PARTL SGLI EIGHT ED _____	8	\$ 80,000	\$ 8.00
804 009	PARTL SGLI NINE ED _____	9	\$ 90,000	\$ 9.00
804 010	PARTL SGLI TEN ED _____	A	\$100,000	\$10.00
804 011	PARTL SGLI ELEVEN ED _____	B	\$110,000	\$11.00
804 012	PARTL SGLI TWELVE ED _____	C	\$120,000	\$12.00
804 013	PARTL SGLI THIRTEEN ED _____	D	\$130,000	\$13.00
804 014	PARTL SGLI FOURTEEN ED _____	E	\$140,000	\$14.00
804 015	PARTL SGLI FIFTEEN ED _____	F	\$150,000	\$15.00
804 016	PARTL SGLI SIXTEEN ED _____	G	\$160,000	\$16.00
804 017	PARTL SGLI SEVENTEEN ED _____	H	\$170,000	\$17.00
804 018	PARTL SGLI EIGHTEEN ED _____	I	\$180,000	\$18.00
804 019	PARTL SGLI NINETEEN ED _____	J	\$190,000	\$19.00
804 020	PARTL SGLI TWENTY ED _____	K	\$200,000	\$20.00
804 021	PARTL SGLI TWENTYONE ED _____	L	\$210,000	\$21.00
804 022	PARTL SGLI TWENTYTWO ED _____	M	\$220,000	\$22.00
804 023	PARTL SGLI TWENTYTHREE ED _____	N	\$230,000	\$23.00
804 024	PARTL SGLI TWENTYFOUR ED _____	P	\$240,000	\$24.00
804 025	PARTL SGLI TWENTYFIVE ED _____	Q	\$250,000	\$25.00

- c. Once the election is established in a fiscal year, it may not be reduced within the same fiscal year.

11. Effective 1 April 2001, IRR members who are participating in their annual screening (muster duty), automatically have \$1.25 deducted for \$250,000 SGLI coverage. Members have the option to waive SGLI coverage or to apply for \$100,000 coverage at \$ .80 deduction or \$250,000 coverage at \$1.25 deduction. The muster duty election for SGLI is reported using the following statement:

TTC 820 000                      MUSTER SGLI \_\_\_\_\_ ED \_\_\_\_\_ |

5-byte pay code from below

8-byte ED (YYYYMMDD) of change

## PAY CODE                      DESCRIPTION

56164                      1 day muster \$100,000 (officer)  
56264                      1 day muster \$100,000 (enlisted)

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56166	1 day muster \$250,000 (officer) (premium \$1.25)
56266	1 day muster \$250,000 (enlisted) (premium \$1.25)
56167	1 day waiver muster none (officer)
56267	1 day waiver muster none (enlisted)

**NOTE: ONLY RUC'S 888XX CAN REPORT THIS STATEMENT.**

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## SECTION 5: TAX INFORMATION

### 80500. INTRODUCTION.

1. This Section pertains to Federal Tax. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
428 000 STOP EXEMPT FOR TAX NRALN	HQ REG	N	N
428 001 STOP EXEMPT FROM TAX	HQ REG	N	N
429 000 STOP ADD TAX	HQ REG	N	N
430 000 EXEMPT FOR TAX _____	HQ REG RES	N	N
430 001 EXEMPT FOR TAX NRALN S01	HQ REG	N	N
430 002 EXEMPT FROM TAX	HQ REG RES	N	N
430 003 EXEMPT FOR TAX ____00	HQ REG	N	N
430 004 STOP EXEMPT FROM TAX	RES	N	N
430 005 STOP ADD TAX	RES	N	N
430 006 STRT ADD TAX \$ _____	RES	N	N
431 001 STRT ADD TAX \$ _____	HQ REG	N	N
432 001 STRT TAX EXCL _____LOC _____	HQ REG	N	N
433 000 STOP TAX EXCL _____	HQ REG	N	N
434 000 TAX EXCL _____LOC _____	HQ REG	N	N
442 000 STRT CADD TAX \$ ____	HQ REG	N	N
443 000 STOP CADD TAX ____	HQ REG	N	N

### 80501. FEDERAL TAX EXEMPTIONS (TTC 428/429/430/431/432/433/434/435/442/443/ 507/618/620).

1. Information concerning marital status, number of allowances claimed, a rate of withholding specified by the Marine, and circumstances such as a Marine authorized a tax exclusion for service in a combat zone, is referred to herein as the tax plan. The rate of deductions for federal and state income tax is determined from the federal and state tax plans. All Marines will have an IRS Form W-4 filed on the document side of their service record. State tax is only withheld for those states that have an agreement with the Treasury Department.

2. Initial information establishing the Marine's federal and state tax plan is determined in the processing for enlistment, induction, or appointment. The federal tax plan is automatically entered into the system as S-01 (single and one allowance or exception) and the state tax plan is automatically entered into the system as S-0 (single and zero allowance or exemption) with the establishment of a member's record. Changes to the Marine's federal and state tax plans must be made by either submitting an IRS Form W-4, or by the online EMSS. If the Marine desires the same tax plan for both federal and state, it is only necessary to submit one IRS W-4 Form. When the Marine desires a different plan for federal and state taxes, two W-4 Forms must be submitted.

**NOTE 1:** An action date is **never** reported preceding any of the statements for reporting adjustments to a Marine's federal or state tax plan when the W-4 Form is completed.

**NOTE 2:** An ED is included in the statement reporting Federal tax exclusion for service in a combat zone.

3. The month following the month of reporting is used to determine the month of commencement or termination for a revised tax plan. It is not necessary to complete items 7, 8, and 9 of the W-4. These will be completed by the DFAS when it is necessary to forward the W-4 to IRS.

4. A Marine may change the number of allowances claimed for tax purposes in either federal



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or state tax plans at any time. The change is made by submitting an IRS Form W-4.

### 80502. FEDERAL TAX REPORTING.

1. Marines claiming 11 or more allowances for federal tax purposes, must complete IRS Form W-4 in duplicate. Forward the duplicate copy of IRS Form W-4 to the DFAS-KCC (Code A) for submission to the IRS and advise the Marine that the duplicate copy is being forwarded to IRS. Report the following statement to change the number of allowances:

TTC 430 000                      EXEMPT FOR TAX \_\_\_\_\_ |

Enter the 3-byte code from Form W-4  
for example, S01, M04, M10, etc.      ↑

2. An IRS Form W-4 which is forwarded to DFAS-KC per subparagraph 80402.1 is subject to review by the IRS concerning the propriety of the marital status and number of exemptions claimed. As a result of the review, the IRS may take one of the following actions:

a. Accept the form as filed,

b. Request further information or substantiation from the Marine, and subsequently direct that a new form be filed claiming a lesser number of exemptions if the information received from the Marine warrants so.

c. Direct an arbitrary withholding rate when the Marine does not respond to the request for information.

3. The IRS may issue a notice of exception, referencing an IRS Form W-4 no longer in effect. In this instance the Unit Commander is not required to take the action directed by the IRS unless:

a. The new filing status exceeds the exemption status directed by the IRS (for example, Marine filed IRS Form W-4 on 1 August 1995 claiming M-15. On 1 January 1998, Marine changes tax plan to M-09. On 1 July 1998, IRS takes exception to the 1 August 1995 IRS Form W-4 and directs the tax plan be changed to M-01.) In this example, the CO is required to change the tax plan to M-01 as the tax plan currently in effect (M-09) exceeds that directed by IRS. If, however, IRS has directed on 1 July 1998 that withholding be based on M-10, no action is required since M-09, a lesser exemption, is currently in effect.

b. A new IRS Form W-4 is filed on a date subsequent to the date of the IRS notice of exception, and the new tax plan is not in compliance with that directed by IRS (For example, IRS issues a notice of exception dated 1 July 1998 referencing an IRS Form W-4 filed on 1 January 1998. On 1 August 1998, the Marine files a new IRS form W-4 for a tax plan other than that directed by IRS. The Unit Commander is required to comply with the requirements of the IRS notice of exception dated 1 July 1998).

4. In instances where the IRS simply designates that a Marine's number of exemptions be changed and does not signify which filing status is to be used (S for Single or M for Married), use whichever status was in effect on the date the notice of exception was received.

5. IRS notices of exception are routinely sent to the MISSA for location and forwarding to the appropriate commander for action. Further, when attempts to contact the Marine for information or to advise the Marine of actions taken have failed, letters may also be sent to the Marine via the DFAS. In all instances, upon receipt of any correspondence of this nature, the Marine will be given a copy of the correspondence and advised of any actions taken.

### 80503. ADDITIONAL WITHHOLDING AMOUNT.

1. A Marine may authorize an additional amount to be withheld monthly to meet either federal or state income tax needs.

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2. A W-4 must be submitted to start the withholding of the additional amount. **Regulations require that the number of allowances for the Federal tax plan must be reduced to none** and that the additional amount to be withheld be in **whole dollar amounts for active duty** and in **percentage for reserve**.

a. The additional amount of withholding must be reported with the reduction of allowances when the Marine submits a W-4 to effect additional federal tax withholding. The Start Add Tax transaction is reported when a Marine submits a W-4 Form to effect Additional Federal Tax Withholding. Regulations require that the number of allowances for the Federal Tax Plan must be reduced to **none** and that the additional amount be reported in whole dollar amounts. Three numeric bytes must be reported in this transaction for the additional federal tax withholding amount. For **EXAMPLE**: \$9.00 would be reported as 009, and \$99.00 dollars as 099.

```

TTC 430 003      EXEMPT FOR TAX__00|
Enter marital status (S or M) ____|
TTC 431 001      STRT ADD TAX $____| (Active Duty)
Dollar amount    _____|
(NOTE 1)
TTC 430 006      STRT ADD TAX $____| (Reserve)
(See NOTE 2) _____|
  
```

**NOTE 1:** For Active Duty, when reporting the amount of additional tax withholding from block 6 of Form W-4, (amount withheld from each paycheck) it will be doubled to reflect the entire monthly amount. Report in whole dollar amounts with no decimal points. Three numerals must be reported, amounts less than \$100 will be preceded by zeros. Example: \$10.00 in block 6 of member's W-4 form will be reported as '020'.

**NOTE 2:** Reserve: To report the amount of additional tax withholding requires that the amount be in percentage form (i.e., 5% = .05, 10% = .10).

b. Termination of the additional federal tax withholding must also include an allowance entry since the number of allowances were reduced to none when the additional tax was initially established. The Marine must submit a new W-4 Form showing the proper number of allowances claimed and no additional amount is to be withheld.

c. Use the following statements to terminate the withholding of additional federal tax and reestablish the proper number of allowances which are claimed:

```

TTC 429 000      STOP ADD TAX| (ACTIVE DUTY)
TTC 430 005      STOP ADD TAX| (RESERVE)
  
```

d. When the Marine completes the W-4 Form for exemption from tax liability for the current year, report as follows:

```

TTC 430 002      EXEMPT FROM TAX|
  
```

e. If the Marine desires to terminate the exemption from federal tax status the new W-4 Form must be submitted. The termination of the tax exemption status actually becomes effective in the month after the month the change is reported and posted to the MMPA. Use the following UD statement to terminate exemption from federal tax:

```

TTC 428 001      STOP EXEMPT FROM TAX| (Active Duty)
TTC 430 004      STOP EXEMPT FROM TAX| (Reserve)
  
```

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**NOTE:** It may be necessary to report a new tax plan if the W-4 Form contains a tax plan other than that resident in the MMPA.

f. The exemption of withholding status will be terminated by computer processes the last day of February of each year following the year that the status commenced or is renewed. The automatic termination will cause the Marine's tax plan to be generated effective 1 March, based on the marital and dependency status contained in the CMF. The following message will be printed on the February LES:

EXEMPT FROM TAX TERMINATED 28 FEBRUARY|

3. The Marine may claim exemption from withholding of federal income tax if no tax liability was incurred for income earned during the preceding calendar year, and no tax liability is anticipated for income during the current tax year. The IRS Form W-4 must be filed to start or continue the exemption. The form must be completed in duplicate when the Marine's monthly wages are expected to usually exceed \$866.67. Forward the duplicate copy of the IRS Form W-4 to the DFAS for subsequent forwarding to the IRS. Advise the Marine that the duplicate copy is being forwarded to the IRS. The new IRS Form W-4 must be filed not later than 15 February of each year that the Marine desires to continue the exemption status.

**NOTE:** It is not necessary to complete items 7, 8, and 9 of the IRS Form W-4. These will be completed by DFAS when it is necessary to forward the W-4 to the IRS.

4. Nonresident Aliens (NRALN). A nonresident alien is liable for federal income tax on that part of pay earned within the 50 states and the District of Columbia. This tax will be withheld at the rate for resident aliens. A nonresident alien is not liable for state or federal income tax on that part of pay earned outside the 50 states and the District of Columbia; however, federal taxes will continue to be withheld if dependents of the nonresident alien reside in the United States.

a. A nonresident alien (NRALN) is a citizen of a foreign nation or government who:

(1) is in, or will be in the United States temporarily, and

(2) has not established a home in the United States, and

(3) has neither immigrated to the United States, nor filed papers with the immigration authorities indicating intent to become a citizen of the U.S.

b. It is the alien's responsibility to report income to the country of citizenship, and pay any income tax thereon.

c. Use the following statement to report the status of a nonresident alien:

TTC 430 001                      EXEMPT FOR TAX NRALN S01|


(1) Regardless of marital status and number of exemptions, this statement must always indicate S01 (single and 1 dependent).

(2) When the nonresident alien's status no longer exists, use the following statements to report the termination of the NRALN status and to report the appropriate tax exemption status:

TTC 428 000                      STOP EXEMPT FOR TAX NRALN|

TTC 430 000                      EXEMPT FOR TAX \_\_\_\_\_|

Enter information required  
by subparagraph 5063.4b \_\_\_\_\_



d. Nonresident aliens who become citizens or who declare intent to become citizens of the United States are liable for state and federal taxes. Report a UD entry to change citizenship code and state legal residence code as certified on DD Form 2058.

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5. A nonresident citizen is the Marine who is a citizen of the United States but who has not declared a state of legal residence. State income taxes will not be withheld from a nonresident citizen.

a. A nonresident citizen can be identified by the enlistment or appointment document contained in the OQR/SRB.

(1) The appointment acceptance record or enlistment document must show the home of record as a foreign country and the citizenship as 'U.S'. The legal tax residence certificate (DD Form 2058) will also show a foreign country address.

(2) Nonresident citizens will have a unique tax code '98'. This code is reported in the same manner as other state tax codes. Marines who enlist in Puerto Rico are not considered nonresident citizens for tax purposes and should be reported with the correct state code of "RQ".

b. Nonresident citizens may claim a legal tax residence within the United States or the territorial possessions by completing the State of Legal Residence Certificate (DD Form 2058). The tax code for the state or possession claimed as legal tax residence will be reported by UD entry.

### COMBAT ZONE TAX

80504. COMBAT ZONE TAX EXCLUSION (CZTE) (TTC 432/433).

1. Marines may be entitled to Combat Zone Tax authorized under paragraph 440101, DoDFMR, Vol. 7A, for periods of service in a combat zone or for hospitalization as a result of wounds, disease, or injury incurred while serving in a combat zone. The commencement and termination of the exclusion must be reported using an individual entry, a group entry, or if the tax exclusion is to apply to all or most of the Marines of the RU, a record of events entry may be used.

2. A Marine's period of combat service, and the country where the Marine served, can be viewed on the member's MCTFS Combat Tax History 977 Remark. The Marine's combat zone country code is also established in the member's MCTFS Federal Tax Plan 604 Remark.

a. For enlisted members and warrant officers (W-1 through W-5), all monthly wages earned while in a designated combat zone are excluded from taxable income. Federal and state taxes are not withheld during periods of service in a designated combat zone. An exception to this rule are payments of bonus installments for which the reenlistment occurred in a month or location where the combat tax exclusion **did not apply**. All future bonus installments are taxable whether or not the Marine is serving in a combat zone when an annual installment is due. If the Marine was serving in a combat zone when the reenlistment occurs, the initial installment is not taxable and all future installments are not taxable whether or not the Marine is serving in a combat zone. The UD entries reporting CZTE must be reported during the month the Marine arrives in the designated combat zone to ensure that CZTE is applied for in the month of arrival in the combat zone.

b. Effective 21 November 1995, the amount excluded from the gross taxable income per month for Commissioned Officers (O-1 and above), is the amount equal to the highest rate of basic pay for any enlisted member plus the amount of imminent danger pay, if entitled. For example, the highest rate of basic pay for an enlisted member in 1998 was \$4,503.00. If the officer is entitled to imminent danger pay, a total of \$4,653.00 is excluded from the gross taxable income per month (\$4,503.00 plus \$150.00). Federal and state income taxes will be automatically withheld from an officer's taxable income that exceeds the combat zone excluded amount. When an officer has additional federal and/or state taxes withheld prior to entering a combat zone, the additional taxes will be withheld along with the taxes withheld on taxable income exceeding the CZTE amount. When an officer desires to reduce or have additional federal and/or state taxes withheld, refer to paragraph 80403 for the UD reporting.

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c. Report the commencement of a period of an exclusion from tax as follows:

TTC 432 001                      STRT TAX EXCL \_\_\_\_\_ LOC \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) the                      ↑                      ↑  
 exclusion commenced. \_\_\_\_\_  
 2-byte combat country code \_\_\_\_\_

d. Use the following statement to report the termination of a period of an exclusion from tax:

TTC 433 000                      STOP TAX EXCL \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) the                      ↑  
 exclusion terminates. \_\_\_\_\_

e. Report entitlement to a tax exclusion for period of ONLY a month as follows:

TTC 434 000                      TAX EXCL \_\_\_\_\_ LOC \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD)                      ↑                      ↑  
 use two zeros for the day \_\_\_\_\_  
 2-byte combat country code \_\_\_\_\_

**NOTE 1:** An ED is included in the statements used to report the commencement or termination of the tax exclusions. Therefore, it is never necessary to show a date preceding the statements. Since exclusions from tax are based on a monthly basis, the ED to commence a tax exclusion is always the 1st day of a month. The ED to terminate a tax exclusion for ONLY 1 month expressed with the DOD standard 8-byte date, has no day included; for example, tax exclusions for the month of October 2000 would be reported as 20001000. MCTFS automatically changes the STRT and STOP dates to the first and last day of the month, respectively.

**NOTE 2:** The UD entries starting and stopping CZTE **must be** reported during the month the Marine arrives in or departs the designated combat zone to ensure that CZTE is properly applied and to avoid the necessity for issuing a corrected W-2 at the end of the calendar year.

f. UD entries to withhold combat additional tax are not required now that Federal and state taxes are automatically withheld for taxable income that exceeds the CZTE amount. Effective 29 February 1996, combat additional tax was stopped for those officers who previously made an election.

80505. START/STOP COMBAT ADD TAX WITHHOLDING.

Members may authorize income tax withholding while entitled to a combat zone exclusion. This TTC processes the transaction that initiates the authorized tax withholding for members entitled to a combat zone exclusion.

TTC 442 000 STRT CADD TAX \$ \_\_\_\_\_ |  
 Amount                      ↑                      ↑  
 Effective Date                      \_\_\_\_\_  
 TTC 443 000 STOP CADD TAX \_\_\_\_\_ |  
 8-byte date                      ↑

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STATE TAX.

80506. INTRODUCTION.

1. This Section pertains to State Tax. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
302 000 EXEMPT STATE TAX_____	HQ REG RES	N	N
303 000 STRT STATE TAX \$_____	HQ REG	N	N
303 001 STOP STATE TAX	HQ REG RES	N	N
303 002 STRT STATE TAX %_____	HQ REG RES	N	N
435 000 STATE CODE_____	HQ REG RES	N	N
436 001 FOR HIST TO CRUC_____	HQ REG	N	N

80507. STATE TAX EXEMPTIONS(TTC 302)

Do not change a Marine's state code based on the filing of an IRS Form W-4. A member's DD Form 2058 (State of Legal Residence Certificate) is the only acceptable form to support a state code change. Use the following statement to change the number of allowances claimed for state tax purposes:

TTC 302 000 EXEMPT STATE TAX\_\_\_\_\_|

Enter the marital status: S=single,  
M=married, and a two-byte number  
for allowances; for example, M00,  
S02, or M10 \_\_\_\_\_|

80508. START/STOP STATE TAX (TTC 303).

1. The MCTFS is designed to withhold or not withhold state tax for states with a residency requirement based on the Marine's geographical location code for AD Marines. When an AD Marine is permanently assigned to one of these states and is subsequently deployed outside of the state, the geographical location code changes and the state withholding stops. Although tax withholding stops, the Marine's tax liability may continue. Marines in this situation should be made aware that their tax withholding will stop and they should be afforded the opportunity to request a specific monthly state tax withholding amount. The Marine may request that a specific monthly state tax withholding rate be established. Once established, this specified state rate will be withheld monthly until terminated by request of the Marine. For reservists in an inactive duty status, wages subject to state tax are reported annually to the state of residence claimed. A valid state tax plan must be resident in the Marine's record.

2. The specified monthly state tax withholding rate is not an additional tax rate. The specified rate overrides normal tax considerations or computations and establishes the specific monthly tax amount that will be withheld regardless of other circumstances; for example, number of state tax allowances, military service in or out of CONUS, the state of legal residence, or other unique state tax withholding rules. The specified monthly state tax rate may be established as zero withholding or any whole dollar amount; for example, \$000, \$005, \$021, or \$101.

a. To report a specific monthly state tax withholding rate report as follows:

TTC 303 000 STRT STATE TAX \$\_\_\_\_\_|

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3-byte whole dollar amount \_\_\_\_\_  
(000, 005, 021, 101, etc.)



b. When reporting the amount of specific tax withholding, block 6 of W-4 (amount withheld from each paycheck) will be **doubled** to reflect the entire monthly amount. Report in whole dollar amounts with no decimal points. Three numerals **must** be reported and amounts less than \$100 will be preceded by zeros. Example, \$10.00 in block 6 of member's form W-4 will be reported as '020'.

c. Termination of the specific monthly state tax rate is reported by UD entry. The Marine must submit the new IRS Form W-4 showing the proper number of allowances claimed and stating that no specific state tax rate is desired. Use the following statement to terminate the specified state tax rate:

TTC 303 001                      STOP STATE TAX|

**NOTE 1:** The state tax plan is not effected by the number of allowances claimed for the START or STOP of a specified monthly state tax rate.

**NOTE 2:** For terminating SITW for those Marines who qualify for the Native American state income tax exemption, report TTC 303 000 START STATE TAX \$000.

d. The specific monthly state withholding rate is substantiated by the IRS Form W-4. The word "additional" will be deleted from item 6 of the IRS Form W-4 and replaced by the word "specific." The amount to be deducted will be shown. Indicate zero deduction by the word "NONE."

3. Exempt from State Tax. To report a Marine's election to be exempt from state tax, report the statement in subparagraph 80408.2a using amount '000'.

4. State of Legal Residence. Annual wage and tax information returns are reported to the Marine's state of legal residence. The annual wage and tax information return includes name, military address, SSN, taxable income, and state tax withheld, if any. These wage and tax information returns are reported to each state with whom the Treasury Department has executed agreement to withhold state income taxes or report taxable information.

a. The legal tax residence is initially established during the accession processes of the Marine's MCTFS record. The state code of legal tax residence is generated from the Marine's HOR state.

b. The foregoing instructions are applicable to Marines from a state of the United States, the District of Columbia, and those Marines who enlist in Puerto Rico. Aliens or residents from territories or possessions are not liable to state withholding tax requirements. The legal residence code is used only for identification purposes insofar as aliens or residents of the territories or possessions are concerned. Use the following statement to report state code:

TTC 435 000                      STATE CODE \_\_\_\_\_|

2-byte numeric legal  
tax residence code  
from the World Geographic  
location Codes Manual \_\_\_\_\_



**NOTE 1:** Do not report change to state code unless the Marine has completed DD Form 2058. State code changes involving aliens or residents of territories or possessions are exceptions provided one of the 50 states or the District of Columbia was not the former state code.

**NOTE 2:** Marines who enlist in Puerto Rico are not considered nonresident citizens for tax purposes and should be reported with the correct state code of 'RQ'.

c. All Marines initially enlisted, inducted, appointed, as well as those reentering or

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re-enlisting, should complete a State of Legal Residence Certificate (DD Form 2058). Completion of DD Form 2058 is voluntary; however, if not submitted, taxes will be withheld according to the state previously certified as the state of legal residence, or if not previously certified, taxes will be withheld at the rate for the state in which the home of record is located. When the home of Record state and the state of legal residence differ, the proper state code for legal residence must be promptly reported separately. Delays will cause improper reporting or remitting of taxable wages or taxes withheld.

d. The completed State of Legal Residence Certificate is filed in the SRB and permanently retained. A new certificate is executed only to correct an obvious error occurring during the initial execution or when the Marine has completed the proper actions to change the state of legal residence. A change of legal residence must be clearly supported by certain factors which are denoted on the certificate. Generally, the legal assistance officer should be consulted before a change to the state of legal residence is reported. The currency or correctness of the legal residence is the Marine's responsibility.

5. Alternate State Tax Withholding. A Reserve Marine may request an alternate state tax withholding percentage rate. The alternate state tax withholding percentage rate is not an additional tax rate. Once established, the alternate state tax withholding percentage rate will be withheld until termination is requested by the Marine. The alternative state tax withholding percentage rate overrides the normal tax considerations or computations and establishes the state tax withholding rate that will be withheld. Regardless of the number of state tax exemptions, the state of legal residence, or other unique state withholding rules, the specific alternate state tax withholding may be established from 0 to 9 percent. Use the following statement to report an alternate state tax withholding percentage rate:

TTC 303 002                      STRT STATE TAX % \_\_\_\_\_ | (Reserve only)

Show the percentage amount (0 to 9) \_\_\_\_\_ ↑

a. The alternate state tax withholding percentage rate is substantiated by the IRS Form W-4. The words "additional amount" will be deleted from item 5 of the IRS Form W-4 and replaced by the words percentage rate. Delete the "\$" in block 5 and show the percentage rate to be deducted.

b. Termination of an alternate state tax withholding percentage rate must be reported with the following UD statement. The Marine must also submit a new IRS W-4 showing the proper number of exemptions to be claimed and stating that an alternate state tax percentage rate is not desired.

TTC 303 001                      STOP STATE TAX \_\_\_\_\_ |

6. State Tax Exemptions. The States of Connecticut, Illinois, Missouri, Montana, New York, New Jersey, Oregon and West Virginia do not tax service members claiming legal residence in those states if they meet all of the following respective conditions:

a. **Connecticut.** Do not rate a state tax exemption if they reside in single-type government barracks, quarters on a ship, or any structure that contains only bachelor-type quarters and not facilities ordinarily found in a dwelling, such as facilities for cooking and bathing. CT residents rate a state tax exemption if:

(1) they reside on the local economy or in family-type government quarters,

(2) the member and/or dependents do not maintain a place of abode in the state during the taxable year,

(3) they spend more than 30 days in the state during the taxable year.

(a) If the tax exempt criteria is met, the following applies:

(b) Marine must complete a separate W-4 Form for federal tax and separate W-4 Form for state tax.



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(4) the form for state tax must be a Connecticut State W-4 Form.

b. **Illinois**. Illinois allows an exemption for active duty military pay. Allowable exemptions include:

(1) full-time duty in the U.S. Armed Forces, including basic training; full-time duty for serving in the U.S. Armed Forces Reserves or a National Guard unit, including ROTC;

(2) service in the U.S. Armed Forces Reserves in a time of national emergency;

(3) federal service in a National Guard unit during civil disturbances or national emergency;

(4) time spent in annual summer camp training as a member of the U.S. Armed Forces Reserves or the Illinois National Guard, including ROTC; and

(5) full-time duty as a cadet or midshipman at the U.S. Army, Air Force, Naval, and Coast Guard Academies

c. **Missouri**. If the military member's home of record is Missouri, his or her domicile is Missouri. In this case, the person is subject to Missouri income taxes on all income from whatever source including his or her military pay. The Missouri domiciled member can be exempted from state taxes if he/she files a sworn statement (Form MO NRI) that he/she:

(1) maintained no permanent place of abode in Missouri during the tax year;

(2) did maintain a permanent place of abode elsewhere; and

(3) did not spend more than thirty (30) days of the year in Missouri.

(4) If the above criteria are met, then the member is considered to be a non-resident for tax status purposes. With a "non-resident" tax status the individual does not pay Missouri income tax on his or her military pay. The following applies:

(a) Marine must complete a separate W-4 Form for federal tax and separate W-4 Form for state tax.

(b) Line out the word "additional" on line #6 of the State W-4 Form and replace with the word "specific", and

(c) Enter "None" in the amount block for line #6 of the State W-4 Form.

(5) Complete a DD Form 2058-1 for the state of Missouri; place a copy in the OQR/SRB and have the member mail the original to the State Taxing Authority.

d. **Montana**. Residents are not liable for state tax, however, must file State W-2 Form and attach copy of current enlistment contract for verification of active duty status.

e. **New York/New Jersey**. Do not rate a state tax exemption if they reside in single-type government barracks. They rate a state tax exemption if:

(1) they reside in either family-type government quarters or reside on the local economy,

(2) the member and/or dependents do not maintain a place of abode in the state during the tax year,

(3) they spend no more than 30 days in the state during the taxable year.

(4) If the tax exempt criteria is met, the following applies:

(a) Marine must complete a separate W-4 Form for Federal tax and separate W-4 Form for state tax.

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(b) Line out the word "additional" on line #6 of the State W-4 Form and replace with the word "specific", and

(c) Enter "None" in the amount block for line #6 of the State W-4 Form.

(d) Complete a DD Form 2058-1; place a copy in the OQR/SRB and have the member mail the original to the state Taxing Authority.

f. Oregon residents rate a state tax exemption if:

(1) they do not maintain a place of abode in the state during the taxable year or,

(2) they spend no more than 30 days in the state during the taxable year.

(3) If both tax exempt criteria are met, the following applies:

(a) Marine must complete a separate W-4 Form for federal tax and separate W-4 Form for state tax.

(b) Line out the word "additional" on line #6 of the State W-4 Form and replace with the word "specific", and

(c) Enter "None" in the amount block for line #6 of the State W-4 Form.

(4) Complete a DD Form 2058-1 for the state of Oregon; place a copy in the OQR/SRB and have the member mail the original to the State Taxing Authority.

g. West Virginia. A member of the Armed Forces who is domiciled outside West Virginia is considered to be a non-resident of West Virginia for income tax purposes; therefore his/her military compensation is not taxable to West Virginia even though he is stationed in West Virginia and maintains a permanent place of abode therein.

(1) Marine must complete a separate W-4 Form for Federal tax and separate W-4 Form for state tax.

(2) Line out the word "additional" on line #6 of the State W-4 Form and replace with the word "specific", and

(3) Enter "None" in the amount block for line #6 of the State W-4 Form.

(4) Complete a DD Form 2058-1; place a copy in the OQR/SRB and have the member mail the original to the state Taxing Authority.

h. All Other States. Marines who wish to make an election not to have state tax withheld must:

(1) be counseled on their liability for payment of state tax when filing at the end of the tax year and documented on the state W-4 form.

(2) Complete a separate W-4 Form for federal taxes.

(3) Complete a separate W-4 Form for state taxes.

(a) Line out the word "additional" on line #6 of the State W-4 Form and replace with the word "specific", and

(b) Enter "None" in the amount block for line #6 of the State W-4 Form.

7. State Tax Exemption Filing. Eligible Marines will file a DD Form 2058-1, State Income Tax Exemption Test Certificate, or the appropriate state tax form to the respective taxing authority shown below. Marines filing **not later than 31 December** will be exempt from paying state tax for the entire year; however, Marines filing during the taxable year will be required to file a state income tax claim for that portion of the year that state tax was

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withheld and then submit another state income tax exemption form by 31 December for the following year. The withholding of state income tax will stop on the month after the month the form is filed (within 30 days). **Retroactive adjustments will not be made.** To report the exemption or to terminate the exemption, use the procedures contained in subparagraph 80508.3.

- a. **Connecticut:** Department of Revenue Services, 25 Sigourney Street, Hartford, CT 06106.
- b. **Illinois:** Willard Ice Building 101 West Jefferson Springfield, IL 62702
- c. **Montana:** Department of Revenue P.O Box 5805 Helena, MT. 59604-5805
- d. **Missouri:** Department of Revenue, Office of Divisional Support Services, P.O. Box 3022, Jefferson City, MO 65105-3022.
- e. **New York:** Department of Taxation and Finance, Income Tax Bureau, State Campus, Albany, NY 12227.
- f. **New Jersey:** Division of Taxation, Gross Income Tax, P.O. Box 1848, Trenton, NJ 08625.
- g. **Oregon:** Department of Revenue, State Office Building, Salem, OR 97310.
- h. **West Virginia:** Department of Tax and Revenue Taxpayer Services Division P. O. Box 3784 Charleston, West Virginia 25337-3784

**NOTE:** Effective September 1, 1993, Arizona State Income Tax Withholdings (SITW) became mandatory for military members who claim Arizona as their legal residence. If the annual wage is less than \$15,000, then 10 percent of the Federal Income Tax Withholdings (FITW) will be the SITW amount. If the annual wage is more than \$15,000, then 20 percent of the FITW will be the SITW amount. A member can also elect a fixed monthly amount to be withheld by completing an IRS Form W-4. The word "additional" must be deleted from item 2 of the IRS Form W-4 and replaced with the word "specific."

EARNED INCOME CREDIT(EIC).  
80509. INTRODUCTION.

1. This Section contains items that pertain to EIC. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
182 000 STRT EIC A	HQ REG	N	N
182 001 STRT EIC B	HQ REG	N	N
183 000 STOP EIC	HQ REG	N	N

80510. EARNED INCOME CREDIT (EIC) (TTC 182/183).

1. The Internal Revenue Code provides that eligible Marines with an annual adjusted gross income of less than \$28,281.00 may elect to receive an advance of their EIC effective 1 January 2001.

2. The Marine must be eligible to receive an EIC and must annually file an Earned Income Credit Advance Payment Certificate (IRS Form W-5) in order to receive the advance EIC. The EIC payment is computed and added to the Marine's payday payment. Eligible Marines who do not file an IRS Form W-5 will not receive the advance EIC payment but will be entitled to full benefits of EIC when they file their annual Federal tax return.

3. The completed IRS form will be filed in the Marine's Service Records. The CO will

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provide counseling to Marine applicants to ensure they are fully informed of the positive as well as the negative aspects of an advance payment of EIC.

a. The positive aspect is an eligible Marine receives a bimonthly advance payment of EIC instead of a single payment after filing the annual Federal income tax return.

b. The following negative considerations should be addressed and acknowledged by the Marine:

(1) Income Earned by Spouse. An overpayment of EIC to the Marine is possible if the spouse has earned income during the calendar year. A review of the existing EIC computation formula indicates an overpayment of EIC will generally occur whenever income is earned by the Marine's spouse.

(2) Additional Income Earned by the Marine. The EIC computation formula is only based on the Marine's Basic Pay, BAH, and BAS. Therefore, income from other sources will generally cause the Marine to lose EIC eligibility and owe money on the annual Federal tax return.

(3) Separation From Active Service. Marines anticipating separation from active service should acknowledge the possibility that the lump sum leave payment plus income to be received in a civilian status during the calendar year would change their EIC eligibility.

(4) Payment for unused leave and/or enlistment/reenlistment bonus could also result in additional taxable income which may change the EIC eligibility.


c. Marines will also be counseled that an overpayment of EIC is a matter between the Marine and the IRS.

d. Marines will be counseled as to the complete impact of applying for an advance payment of EIC. The IRS Form W-5 contains a basic eligibility checklist. However, Marines with spouses who have other income should carefully analyze their taxable income for the tax year before applying for an advance payment of EIC.

4. If the Marine is qualified for an advance EIC the following UD statement will be reported:

TTC 182 000            STRT EIC A |HIST:IRS FORM W-5 FILED|

TTC 182 001            STRT EIC B |HIST:IRS FORM W-5 FILED|

Election code (A or B)        

Election Code A - Denotes a single Marine or a married Marine whose spouse has not filed an IRS Form W-5.

Election Code B - Denotes a married Marine whose spouse has filed an IRS Form W-5 with the employer.

5. When a change occurs in the Marine's status and a new certificate is filed showing the Marine is no longer eligible or the Marine does not desire to continue receiving advance EIC payments, the following UD statement will be reported:

TTC 183 000            STOP EIC|HIST:IRS FORM W-5 FILED|

6. A request (IRS Form W-5) by a Marine to change election from one code to the other will require a stop/start action in two different months.

7. Action dates are not reported with UD statements. Computerized processes will use the UD date to commence or terminate an EIC payment.

a. The month following the reporting month is the commencement month of an EIC payment.

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- b. The month preceding the reporting month is the termination month.
- c. An EIC payment is automatically terminated under these circumstances:
  - (1) When the year-to-date taxable wages exceed \$28,281.00.
  - (2) When the yearly total of EIC payments exceed \$1,457.00.
  - (3) Annually on 31 December.
  - (4) When a Marine's nonpay status exceeds 30 days.
  - (5) Upon separation from active service. EIC is terminated the month prior to the month of separation.

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## SECTION 6: CLOTHING ALLOWANCE

### 80600. INTRODUCTION.

1. This Section pertains to Clothing Allowance and Clothing Replacement Allowance (CRA). Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
298 000 CR ICA \$ _____. ED _____	HQ REG RES	Y	Y
299 000 CR ICCA \$ _____. ED _____   HIST: _____	HQ REG	Y	Y
301 001 STOP CRA COMBAT ED _____	HQ REG	Y	Y
301 002 STOP CRA OTHER ED _____	HQ REG	Y	Y
305 001 CRA ENTL _____ REENTER ED _____	HQ REG	N	N
305 002 CRA ENTL _____ REVERT ED _____	HQ REG	N	N
305 003 CRA ENTL _____ RESTORE ED _____	HQ REG	N	N
305 004 CRA ENTL _____ OCC ED _____	HQ REG	N	N
305 005 CRA ENTL _____ COMBAT ED _____	HQ REG	N	N
305 006 CRA ENTL _____ CORR	HQ REG	N	N
311 001 RCRA ED _____	HQ REG	N	N
312 000 CR CCCA \$ _____. ED _____   HIST: _____	HQ REG	Y	Y
377 000 CHEK CLO \$ _____. ED _____	RES	Y	Y

### 80601. CLOTHING ALLOWANCE (TTC 299/301/311/312/298/377/305).

1. Regulatory instructions for entitlements to clothing allowance and clothing replacement allowance for enlisted Marines can be found in the DoDFMR, Vol. 7A and MCO P10120.28.

2. UD entries are required to report the entitlement for all cash clothing allowances and certain changes of entitlement to clothing replacement allowances. Listed below are the allowances applicable to enlisted Marines and the abbreviations:

<u>DESCRIPTION</u>	<u>ABBREVIATIONS</u>
Clothing Replacement Allowances includes:	CRA
(1) Basic Cash Clothing Replacement Allowance	BRA
(2) Standard Cash Clothing Replacement Allowance	SRA
Initial Civilian Cash Clothing Allowance	ICCA
Initial Cash Clothing Allowance for Enlisted Women	ICA
Continuing Civilian Clothing Allowance	CCCA
Reduced Clothing Replacement Allowance	RCRA

3. Entitlement to CRA (BRA and SRA) is system generated based on the CRA date. The CRA date is established from the current AD begin date during the record accession process. A CRA date **must** be reestablished by UD entry when each of the following conditions occur.

a. Reenlisted or Recalled Marines Who Have Been Separated 3 Months or Less. These Marines do not receive an initial clothing allowance upon reenlistment and are entitled to a CRA based on the date the Marine received an initial clothing allowance during previous period of service. Use the following statement to report the CRA date established from the previous period of service:

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TTC 305 001                      CRA ENTL \_\_\_\_\_ REENTER ED \_\_\_\_\_

CRA ED (YYYYMMDD) established  
prior to separation \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

b. Commissioned and WO's Reverting to an Enlisted Status. When an enlisted Marine accepts a temporary commission or warrant and is subsequently reverted back to enlisted status the member's CRA date is the same date held prior to the appointment. Use the following statement to report the correct CRA entitlement date:

```

TTC 305 002          CRA ENTL_____REVERT ED_____
Previous CRA ED (YYYYMMDD)_____
entitlement
8-byte ED (YYYYMMDD)_____

```

c. Enlisted Prisoners Restored to Duty from Confinement Involving Punitive Discharge. Use the following statement to report when a Marine is restored to duty:

```

TTC 305 003          CRA ENTL_____RESTORE ED_____
8-byte ED (YYYYMMDD)          ▲
restored to duty _____▲
8-byte ED (YYYYMMDD) _____▲

```

d. Unsuccessful Candidates in Officer Candidate Course Assigned Further AD. Use the following statement to report the CRA date established:

TTC 305 004                      CRA ENTL \_\_\_\_\_ OCC ED \_\_\_\_\_

8-byte ED (YYYYMMDD) following  
last day of OCC status/  
ED of enlistment                      ↑                      ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_

e. Erroneous CRA Date. Use the following statement to correct the CRA date when it has been determined to be erroneous:


TTC 305 006                      CRA ENTL\_\_\_\_\_CORR|

8-byte ED (YYYYMMDD) new CRA                      ↑

4. The RCRA date applies to enlisted Marines entering active service from an SMCR unit and those enlisted Marines who were required to retain articles of their uniform clothing under the obligated service regulations of the Universal Military Training and Service Act, as amended. (Before entering a RCRA date, refer to MCO P10120.28.) The RCRA date is the first day of current active service and must be reported by the RU that joins the Marine after reentry into active service. Use the following statement to report the RCRA ED:

TTC 311 001                      RCRA ED \_\_\_\_\_

8-byte first day  
of current AD (YYYYMMDD) \_\_\_\_\_



5. CRA does not accrue when a Marine has been assigned to a combat area where replacement of clothing is made without charge on an in-kind issue basis.

a. Enlisted Marines assigned to and returning from a combat area are processed at a

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clothing control point. The date that storage, inventory, or replacement is completed must be reported on the UD.

- b. Report as follows to STOP CRA upon assignment to combat area:

TTC 301 001                      STOP CRA COMBAT ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) of processing at  
clothing control point \_\_\_\_\_



- c. Report as follows for CRA ENTL upon return from combat area.

TTC 305 005                      CRA ENTL \_\_\_\_\_ COMBAT ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) of  
processing at clothing control  
point \_\_\_\_\_



8-byte ED (YYYYMMDD) of CRA resumption  
(as shown on NAVMC 631/631A,  
Individual Clothing Record) \_\_\_\_\_



**NOTE: Do not report entitlement to CRA when the Marine is returning from a combat area for separation from active service.**

7. The CRA entitlement is automatically terminated by computer processing based on RU's reporting separations, to UA, and appointment to temporary officer or WO. CRA entitlement must be terminated by UD entry for those Marines sentenced to confinement involving a punitive discharge, or when the Marine has been declared to be in a missing status. Use the following entry to report the termination of credit for CRA:

TTC 301 002                      STOP CRA OTHER ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) before confinement  
commences, or ED (YYYYMMDD) declared  
missing \_\_\_\_\_



8. Change in Component Code and/or Pay Group. When a Marine's component code and/or pay group code is changed to pay group 013, 256, 257, 258 or 259, entitling the Marine to CRA, CRA entitlement must be reported. The CRA entitlement ED will be the date the component code and/or pay group code change is effective. Use the following statement to report CRA entitlement:

TTC 311 001                      RCRA ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) or component  
code change and/or pay group \_\_\_\_\_



9. The following statement will be used to report the one-time credit of the ICCA authorized certain Marines required to wear civilian clothes in the performance of their duties, see MCO 10120.59.

TTC 299 000                      CR ICCA \$ \_\_\_\_\_ . \_\_\_\_\_ ED \_\_\_\_\_ | HIST: \_\_\_\_\_ |

Amount \_\_\_\_\_



8-byte ED (YYYYMMDD) of CMC authorization \_\_\_\_\_



Authority \_\_\_\_\_



10. Entitlement to continuing civilian clothing allowance must be reported on or after each 3-year anniversary date of authorization of ICCA, see MCO 10120.59.



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TTC 312 000                      CR CCCA \$ \_\_\_\_\_.\_\_ED \_\_\_\_\_.\_\_ | HIST: \_\_\_\_\_.\_\_ |

Amount \_\_\_\_\_ ↑                      ↑                      ↑

8-byte anniversary ED (YYYYMMDD) of  
initial CMC authorization of CCCA \_\_\_\_\_

Authority \_\_\_\_\_

11. The one-time credit of the initial clothing allowance (personal items allowance) for women Reserve Marines must be reported on the UD. Women Marines who enter their initial AD at the Marine Corps Recruit Depot (MCRD), Parris Island, South Carolina 29905, will have the monetary allowance for personal items allowance credited to their MMPA through systems logic. It is not necessary for MCRD, Parris Island to report this credit by UD statement. The allowance is creditable when the woman Marine is entitled to initial clothing issue upon assignment to active service. Entitlement in the amount authorized by MCO P10120.28 will be reported by the following statement for Marines upon broken service reenlistment, assignment to active service, or upon assignment to the Woman Officer Candidate Class.

TTC 298 000                      CR ICA \$ \_\_\_\_\_.\_\_ED \_\_\_\_\_.\_\_ |

Amount \_\_\_\_\_ ↑                      ↑

8-byte ED (YYYYMMDD) first day of  
current active service \_\_\_\_\_

12. A checkage of pay for sales of clothing to enlisted Marines will be reported by UD statement. The retail clothing officer will forward the original issue slip (NAVMC Form 604 or 604b) to the active duty site commander/I-I/supervisor with a transcript of Clothing Issue Slip (NAVMC Form 604a). The amount of checkage will be obtained from the NAVMC Form 604-SD or 604b. Use the following statement to report the checkage:

TTC 377 000                      CHEK CLO \$ \_\_\_\_\_.\_\_ED \_\_\_\_\_.\_\_ |

Money amount \_\_\_\_\_ ↑                      ↑

8-byte ED (YYYYMMDD) on NAVMC Form 604  
or 604b \_\_\_\_\_

13. The AD site commander/I-I/supervisor will acknowledge receipt of the original clothing issue slips and UD reporting of the clothing checkage. The UD number and date will be entered on the duplicate NAVMC Form 604a after which the AD site commander/I-I/supervisor will authenticate the certificate and return the form to the retail clothing officer. The original NAVMC Form 604a will be retained by the AD site commander/I-I/supervisor. Rules for reporting CRA and RCRA dates are located in Table 8-12.

### 80602. OFFICERS UNIFORM ALLOWANCE (TTC 382/383)

1. Initial Uniform Allowance. DODFMR, Vol. 7A, contains conditions for entitlement to initial uniform allowance.

2. Reserve Officers. Reserve officers are entitled to an initial uniform allowance under 37 U.S.C. 415 as reimbursement for the purchase of required uniforms and equipment upon first reporting for AD (other than for training) for a period of more than 90 days (including traveltime). A Reserve officer is entitled under 37 U.S.C. 416(b) to \$100 as reimbursement for additional uniforms on each occasion of entry on AD for training for a period of more than 90 days including authorized travel time.

a. Officers must complete the officer UMA claim/certificate (7220) NAVMC 11059 shown in Figure 5-12.

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b. Unit Commanders will:

- (1) Verify the Satisfactory Federal Service (SFS) on the MCTFS screen D949/CDOS.
- (2) When the CMF does not contain the correct years submit the historical RRCR data to the COMMARFORRES for input.
- (3) Complete the endorsement and forward the original certificate to the CMC (MMSB-20).
- (4) File a copy of the certificate on the document side of the officer's OQR.
- (5) Complete a reserve miscellaneous military pay order (NAVMC 11200), attach a copy of the certificate, and forward the request to the DFAS-KC/FSJV, for input of entitlement.

c. This allowance is not payable when a Marine:

- (1) Is under any law during that tour or within a period of 2 years before entering on that tour, did not receive an initial uniform reimbursement or allowance of \$200.
- (2) Is a Reserve officer and enters on that tour of duty more than 2 years after completing a previous tour of AD of more than 90 days as a Reserve officer, or a Regular officer commissioned upon NROTC graduation after 12 October 1964.
- (3) Is not required to wear a uniform for such duty.
- (4) Is not found physically fit for AD or ADT in conjunction with reporting for such duty.

3. Report entitlement to initial uniform allowance as follows:

TTC 382 000                    CRED INIT UNIF ALW \$ \_\_\_\_\_ . \_\_\_\_\_ ED \_\_\_\_\_  
 Amount \_\_\_\_\_  
 8-byte ED (YYYYMMDD) of entitlement

4. Report additional AD uniform allowance as follows:

TTC 383 000 CRED ADD UNIF ALW \$ \_\_\_\_ . \_\_\_\_ ED \_\_\_\_ | (Active Duty)

Amount \_\_\_\_\_

8-byte ED (YYYYMMDD) of entitlement \_\_\_\_\_

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TABLE 8-6--RULES FOR REPORTING CRA AND RCRA DATES.

R U L E	A	B	C	D
	When the Marine ( <b>NOTES 1, 2, and 3</b> )	and	and	then the
1	enlists in the USMC	has no prior USMC or USMCR Service	is assigned to	CRA date is the day of entitlement
2	enlists in the DEP			CRA date is the day of assignment to AD
3	is restored to duty from confinement involving punitive discharge	is issued clothing to the extent necessary to meet minimum clothing requirements		CRA date is day of restoration to duty
4	reverts from temporary officer or WO status			CRA date is the same date held prior to the appointment to officer or WO status
5	officer or WO is discharged or resigns ( <b>NOTE 2</b> )			CRA date is the day of enlistment or reenlistment
6	reenlists in the USMC or is assigned to AD from the USMCR	has prior USMC or USMCR active service	has been separated from AD for 3 months or or less	CRA date is the same date held prior to separation
7			Has been separated from the USMC for more than 3 months and has no obligated service	CRA date is the day of reenlistment

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TABLE 8-6 CONTINUED--RULES FOR REPORTING CRA AND RCRA DATES.

R U L E	A	B	C	D
	When the Marine (Notes 1, 2, and 3)	and	and	then the
8	reenlists in the USMC or is assigned to AD from the USMCR	has prior USMC or USMCR active service	has been separated from AD for more than 3 months, but has obligated Reserve service	RCRA date is the day of reenlistment or assignment to AD (NOTE 6)
9	reenlist in the USMC or is assigned to AD in the USMCR	has prior USMC or USMCR active service	has been separated from AD for more than 3 months, but has been separated from obligated Reserve service for less than 3 months	RCRA date is the day of reenlistment of date of assignment to AD (NOTE 6)
10	returns from a combat area	CRA was stopped	the Marine is issued clothing to the extent necessary to meet minimum clothing requirements	CRA date does not change
11	is returned to AD from the TDRL	has been on the TDRL for 3 months or less		RCRA date is the same date held prior to transfer to the TDRL
12		has been on the TDRL for more than 3 months		CRA date is the day of return to AD

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TABLE 8-6 CONTINUED--RULES FOR REPORTING CRA AND RCRA DATES.

R U L E	A	B	C	D
	When the Marine (NOTES 1, 2, and 3)	and	and	then the
13	is ordered to AD from the FMCR or the retired list (NOTE 2)	has been in the FMCR or on the retired list for 3 months or less	the Marine is issued clothing to the extent necessary to meet minimum clothing requirements	RCRA date is the same date held prior to transfer to the FMCR or retired list
14		has been in the FMCR or on the retired list for more than 3 months		CRA date is the day of return to AD
15	is an unsuccessful candidate from OCS	Enlists in the USMC		CRA date is the day of enlistment
16	CRA is determined to be incorrect (NOTE 4)			CRA date is the new correct date
17	Changes component code and/or pay group code (NOTES 5 and 6)		the Marine is entitled to CRA or pay group changes to PG, 013, 256, 257, 258 or 259	ED of the change of component code and/or pay group code

**NOTE 1:** Only **one** entitlement to an initial clothing allowance will accrue during any one period of continuous AD enlisted service.

**NOTE 2:** Only **one** entitlement will be authorized during any consecutive 4-year period.

**NOTE 3:** Do not use DEL/ADD correction statements to correct CRA ENTL entries.

**NOTE 4:** Only **one** correction transaction can be reported during any month.

**NOTE 5:** Only Marines in pay group **013, 256, 257, 258, or 259** are entitled to CRA.

**NOTE 6:** **Immediately** upon reporting a component code or pay group change, report RCRA ED. If not reported, the U&E process will post an incorrect CRA date.

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## SECTION 7: MISCELLANEOUS DEDUCTIONS

RETIREMENT HOME.  
80700. INTRODUCTION.

1. This Section contains reporting information for the U. S. Naval Retirement Home deductions.
2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.


		REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
384 000	STRT USNMCRH _____	HQ REG	N	N
385 000	STOP USNMCRH _____	HQ REG	N	N

80701. UNITED STATES NAVAL/MARINE CORPS RETIREMENT HOME (USNMCRH) DEDUCTION (TTC 384/385).

Use the following entries when the USNMCRH deduction is erroneously started or stopped. The USNMCRH deduction is mandatory for all warrant officer and enlisted members of the regular Marine Corps and cannot be voluntarily terminated.


1. To start the USNMCRH deduction if it is erroneously stopped report as follows:

TTC 384 000      STRT USNMCRH \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) using the  
first day of the effective month \_\_\_\_\_



2. If the USNMCRH deduction is to be stopped report as follows:

TTC 385 000      STOP USNMCRH \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) using the  
last day of the effective month \_\_\_\_\_



**NOTE:** The USNMCRH deduction is never prorated and the ED will be first of the month following the month the deduction erroneously stopped.

GOVERNMENT AND PERSONAL CLAIMS.  
80702. INTRODUCTION.

1. This Section pertains to Government and Personal Claims information. Detailed reporting information is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

		REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
379 000	CHEK GOVT PROP \$ _____. ____ ED _____ CONSENT	HQ REG RES	Y	Y
379 001	CHEK GOVT PROP \$ _____. ____ ED _____ NONCONSENT	HQ REG RES	Y	Y

80703. GOVERNMENT PROPERTY CHECKAGE (TTC 379).

1. The regulations pertaining to the reimbursement to the Government by individual Marines for property lost, damaged, or destroyed are contained in the DoDFMR, Vol. 7A. The reimbursement may be either by cash or by checkage against the Marine's pay. In the interest of economy, the reimbursement should be by cash. When reimbursement must be made by checkage

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the CO's authority will be the Marine's signature on a Cash Sales/Request for Checkage for Government Property (NAVMC Form 6) consenting to voluntary checkage of pay.

a. The amount of the checkage will be taken from the NAVMC 6. Use the following statement to report the checkage:

TTC 379 000            CHEK GOVT PROP \$ \_\_\_\_ . \_\_\_\_ ED \_\_\_\_ CONSENT|

Dollar amount of checkage followed by  
a decimal point and cent amount; for  
example, 00 through 99 \_\_\_\_\_

8-byte ED (YYYYMMDD) from NAVMC Form 6 \_\_\_\_\_

**NOTE:** Do not use this statement for involuntary checkage. Involuntary checkage of a Marine's pay for lost, damaged, or destroyed government property is authorized only when directed by a court-martial or a JAG investigation. See subparagraph 80901 for nonconsent (involuntary) checkage. **DO NOT USE LEADING ZEROS IN THE DOLLAR AMOUNT OR THE TRANSACTION WILL FAIL.**

b. The CO will acknowledge receipt of the original NAVMC Form 6 and UD reporting of the checkage. The UD number and date will be entered on the duplicate NAVMC Form 6 after which the CO will authenticate the first endorsement and return the duplicate to the originator.

2. The UD statement reporting checkage must be reported in all cases when the Marine consents to checkage. Arrangements to liquidate the checkage by monthly installments as authorized by DoDFMR, Vol. 7A, may be made at a later date. If the Marine elects liquidation by monthly installments, the Marine's CO will contact the FO and request a Notification of Indebtedness (NAVMC Form 11061) be initiated.

3. A UD statement must also be made when a Marine refuses to consent to checkage or cash reimbursement for the willful or illegal loss of public money or loss, damage, or destruction of government property, as established by the member's court-martial conviction for one of the offenses. Use the following UD statement to report a nonconsent (involuntary) checkage:

TTC 379 001            CHEK GOVT PROP \$ \_\_\_\_ . \_\_\_\_ ED \_\_\_\_ NONCONSENT|

Dollar amount of checkage followed  
by a decimal point and cent amount;  
for example, 00 through 99 \_\_\_\_\_

8-byte ED (YYYYMMDD) of convening authority  
action on court martial \_\_\_\_\_

**NOTE:** Nonconsent (involuntary) checkages for indebtedness resulting from public funds being obtained or converted to a Marine's own use through fraud, larceny, embezzlement, or other unlawful means as determined by courts-martial or JAG investigations with approval of findings will be reported into MCTFS by the servicing FO.

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## SECTION 8: DENTAL INSURANCE

### 80800. INTRODUCTION.

This Section pertains to Dental Insurance. At the time of this writing, the Tricare Family Member Dental Program (TFMDP) and the Tricare Selected Reserve Dental Program (TSRDP) were combining into a new program, the Tricare Dental Plan (TDP). **The new TDP is scheduled to be implemented 1 February 2001.** Responsibility for enrollment and disenrollment in TDP will shift to United Concordia Companies, Inc. Individuals should call 1-888-622-2256. More information can be found in MARADMINs 306/00, 496/00, 566/00 and PAAN 62-00.

### 80801. TRICARE FAMILY MEMBER DENTAL PROGRAM (TDP).

Under the TDP, effective 1 February 2001, the enrollment process will be handled by UCCI. eligible members may enroll by the following:

a. Mailing a TDP enrollment/change form with a check, money order, or Visa/Mastercard payment directly to United Concordia/TDP, box 8500-5945, Philadelphia, PA 19178-5945. TDP enrollment forms may be mailed to UCCI after 21 November 2000, with an effective date of coverage of 1 February 2001.

b. Faxing a TDP enrollment/change form with a Visa/MasterCard payment to 1 (888) 734-1944 after 21 November 2000, with an effective date of coverage of 1 February 2001.

c. Via the website <http://www.ucci.com> with a Visa/MasterCard payment during January 2001, with an effective date of 1 February 2001.



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## Chapter 9 SPECIAL DUTY PAY AND BONUSES

### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). <http://www.dtic.mil/comptroller/fmr/>
2. Joint Federal Travel Regulations, (JFTR). <http://www.dtic.mil/perdiem/trvl.html>
3. MCO P1000.6, Assignment, Classification, and Travel Systems Manual, (ACTSMAN).
4. MCO P1001R.1, Marine Corps Reserve Administration Management Manual (MCRAMM).
5. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
6. MCO 1130.56 Total Force Recruiting
7. MCO 1130.57, Enlistment Bonus Program.
8. MCO 1130.62 Command Recruiting Program
9. MCO P1300.8, Marine Corps Personnel Assignment Policy, (USMC PERS ASG POLICY).
10. MCO 1326.2, Administration of Flight Temporary Orders.
11. MCO P3000.13, Marine Corps SORTS SOP.
12. MCO P7220.12, Special Duty Assignment Pay Program.
13. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual, (MCTFS APSM) (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>).
14. Fiscal Year 2000 Military Legislation, Senate Act 1059 (S. 1059), Title VI, Subtitle D, Section 642.
15. DFAS-KC 7220.31-R (MCTFS APSM)

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## Section 1: SPECIAL DUTY PAY

INCENTIVE PAY (INCLUDING ACIP)  
90100. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Incentive Pay, Aviation Career Incentive Pay (ACIP), Hazardous Duty Pay, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
127 000 CRED FLT DECK DU ____ TO ____	HQ REG RES	Y	Y
127 001 CRED FLY DU CREW MBR ____ TO ____	HQ REG RES	Y	Y
127 002 CRED FLY DU NON CREW MBR ____ TO ____	HQ REG RES	Y	Y
127 003 CRED PRCHT JUMP DU ____ TO ____	HQ REG RES	Y	Y
127 005 CRED STRESS DU ACCEL ____ TO ____	RES	Y	Y
127 006 CRED STRESS DU DECEL ____ TO ____	RES	Y	Y
127 007 CRED STRESS DU HP CBR ____ TO ____	RES	Y	Y
127 008 CRED STRESS DU LP CBR ____ TO ____	RES	Y	Y
127 009 CRED STRESS DU THERM ____ TO ____	RES	Y	Y
127 010 CRED DML DU ____ TO ____	RES	Y	Y
127 011 CRED SUB DU ____ TO ____	RES	Y	Y
127 012 CRED ACIP OPER ____ TO ____	RES	Y	Y
127 014 CRED HALO DU ____ TO ____	HQ REG RES	Y	Y
127 018 CRED OFFICER CREWMER ____ TO ____	HQ REG	Y	Y
127 019 CRED CHEMICAL MUNITIONS PAY ____ TO ____	HQ REG	Y	Y
129 000 CHEK DML DU ____ TO ____	HQ REG RES	Y	Y
129 001 CHEK FLY DU ____ TO ____	HQ REG	Y	Y
129 002 CHEK PRCHT JUMP DU ____ TO ____	HQ REG RES	Y	Y
129 003 CHEK STRESS DU ACCEL ____ TO ____	HQ REG RES	Y	Y
129 004 CHEK STRESS DU DECEL ____ TO ____	HQ REG RES	Y	Y
129 005 CHEK STRESS DU HP CBR ____ TO ____	HQ REG RES	Y	Y
129 006 CHEK STRESS DU LP CBR ____ TO ____	HQ REG RES	Y	Y
129 007 CHEK STRESS DU THERM ____ TO ____	HQ REG RES	Y	Y
129 008 CHEK SUB DU CREW MBR ____ TO ____	HQ REG RES	Y	Y
129 010 CHEK FLT DECK DU ____ TO ____	RES	Y	Y
129 011 CHEK FLY DU CREW MBR ____ TO ____	RES	Y	Y
129 012 CHEK FLY DU NON CREW MBR ____ TO ____	RES	Y	Y
129 013 CHEK ACIP OPER ____ TO ____	RES	Y	Y
129 015 CHEK HALO DU ____ TO ____	HQ REG RES	Y	Y
129 017 CHEK OFFICER CREWMER FLY PAY ____ TO ____	HQ REG	Y	Y
129 018 CHEK CHEMICAL MUNITIONS PAY ____ TO ____	HQ REG	Y	Y
130 000 STRT DML DU ED ____	HQ REG	Y	Y
130 001 STRT PERM FLY DU CREW MBR ED ____	HQ REG	Y	Y
130 003 STRT PRCHT JUMP DU ED ____	HQ REG	Y	Y
130 004 STRT STRESS DU DECEL ED ____	HQ REG	Y	Y
130 005 STRT STRESS DU HP CBR ED ____	HQ REG	Y	Y
130 006 STRT STRESS DU LP CBR ED ____	HQ REG	Y	Y
130 007 STRT STRESS DU THERM ED ____	HQ REG	Y	Y
130 009 STRT TEMP FLY DU CREW MBR ED ____	HQ REG	Y	Y
130 009 STRT TEMP FLY DU CREW MBR ED ____	HQ REG	Y	Y
130 010 STRT TEMP FLY DU NON CREW MBR ED ____	HQ REG	Y	Y
130 011 STRT STRESS DI ACCEL ED ____	HQ REG	Y	Y
130 012 STRT PERM FLY DU NON CREW MBR ED ____	HQ REG	Y	Y
130 013 STRT ACIP OPER ED ____	RES	N	Y
130 014 STOP ACIP OPER ED ____	RES	N	Y
130 015 STRT HALO DU ED ____	HQ REG	Y	Y

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130 016	STRT OFFICER CREWMBR FLY PAY ED____	HQ REG	Y	Y
130 017	STRT CHEMICAL MUNITIONS PAY ED____	HQ REG	Y	Y
131 000	STOP DML DU ED____	HQ REG	Y	Y
131 001	STOP FLY DU ED____	HQ REG	Y	Y
131 003	STOP PRCHT JUMP DU ED____	HQ REG	Y	Y
131 004	STOP STRESS DU ACCEL ED____	HQ REG	Y	Y
131 005	STOP STRESS DU DECEL ED____	HQ REG	Y	Y
131 006	STOP STRESS DU HP CBR ED____	HQ REG	Y	Y
131 007	STOP STRESS DU LP CBR ED____	HQ REG	Y	Y
131 008	STOP STRESS DU THERM ED____	HQ REG	Y	Y
131 009	STOP SUB DU ED____	HQ REG	Y	Y
131 012	STOP HALO DU ED____	HQ REG	Y	Y
131 013	STOP OFFICER CREWMBR FLY PAY ED____	HQ REG	Y	Y
131 014	STOP CHEMICAL MUNITIONS PAY ED____	HQ REG	Y	Y
295 001	ACDU AVNSERV BASE DATE____	HQ REG RES	N	N
296 001	ACDU OFFSERV BASE DATE____	HQ REG RES	N	N
456 000	OPFLY BASE DATE____	HQ REG RES	N	N
457 000	OPFLY GATE ONE PASS	HQ RES	N	Y
457 001	OPFLY GATE ONE FAIL	HQ RES	N	N
457 002	OPFLY GATE TWO PASS 09YRS	HQ RES	N	N
457 003	OPFLY GATE TWO PASS 11YRS	HQ RES	N	N
457 004	OPFLY GATE TWO FAIL	HQ RES	N	N
464 000	STRT OPFLY____	HQ REG RES	N	N
465 000	STOP OPFLY____	HQ REG RES	N	N
466 000	OPFLY ADD____YRS____MO	HQ RES	N	N
466 001	OPFLY SUB____YRS____MO	HQ RES	N	N
467 000	TERM AVN STAT ED____	HQ REG	N	N

Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A, MCTFS APSM and JFTR. **Refer to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 9 and 12 and the MCTFS APSM). It is imperative that all PAAN's, SAAN's, TAN's, SAO's, PAA's and MISSO advisories are read and maintained at the reporting unit level.

## 90101. INCENTIVE PAY FOR HAZARDOUS DUTY.

1. Incentive pay is additional pay for the performance of hazardous duties. The instructions and performance requirements are contained in the DoDFMR VOL 7A. Regulations pertaining to detailing personnel to hazardous duties are contained in MCO P1000.6 and MCO 1326.2 for flying duty. **Tables 9-1 through 9-7** prescribe the UD entries for the commencement, termination, or change of entitlement to incentive pay.

a. Entitlement to incentive pay requires the issuance of competent orders directing the performance of hazardous duty. **Orders are issued by the Commandant of the Marine Corps, Commanding Generals, and Unit Commanders authorized by CMC.** The orders specify the type of duty and whether or not the orders are permanent or temporary. Orders involving hazardous duties are classified as:

(1) Permanent Orders. Orders that remain in effect until revoked or suspended. The orders are issued by the CMC to naval aviators, naval flight officers, or naval aviation pilots. Permanent orders are not affected by transfer between stations.

(2) Temporary Indefinite Orders. Orders that are issued to Marines for hazardous duties that will be performed for a period that is expected to exceed 1 month (crewmembers flight orders not less than 120 days).

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(3) Temporary Definite Orders. Orders that are issued to non crewmembers for hazardous duty that will be performed for a period of 1 month or less. See MCO 1326.2 for additional information.

b. All RUs must ensure that appropriate administrative action is taken to promptly report any change of status that affects entitlement HDIP. For Reserve Marines the period of HDIP entitlement or checkage being reported must equal or include dates within a previously or concurrently reported IDT or AD period for a Reservist.

2. First Sergeants and Sergeants Major assigned to the following units participating in hazardous duty indicated with an additional MOS may qualify for hazardous duty incentive pay:

a. Reconnaissance battalion.

b. Force reconnaissance company.

c. ANGLICO.

d. Air delivery platoon.

e. I-I staff for ANGLICO/air delivery platoon/reconnaissance battalion/force reconnaissance company.

3. The qualifying MOS's are as follows:

<b>8652</b>	RECON MAN, PARACHUTE JUMP QUALIFIED	<b>9953</b>	PARACHUTIST/SCUBA & UBA MARINE (OFFICER/ENLISTED)
-------------	-------------------------------------	-------------	--

<b>8654</b>	RECON MAN, PARACHUTE AND SCUBA QUALIFIED	<b>9962</b>	PARACHUTIST (OFFICER/ENLISTED)
-------------	--	-------------	-----------------------------------

5. **When more than one type of incentive pay is authorized for the Marine, each statement must be reported separately.** Refer to MCO P1000.6, Assignment, Classification, and Travel Systems Manual (ACTSMAN)

90102. AVIATION DATA ELEMENTS.

1. Aviation Career Incentive Pay (ACIP). This is career incentive pay for aeronautically designated officers who engage in aviation service on a career basis. Entitlement provisions are set forth in the DoDFMR VOL 7A. An explanation of the ACIP Program, terminology, and assignment criteria are contained in MCO P1000.6, and MCO P1001R.1 (reserve personnel). Refer to Tables 9-14 through 9-16 for Operational Flying (OPFLY) and ACIP reporting requirements. Effective 17 October 1998, only an officer's Aviation Service Entry Date (ASED) is used as a factor in the calculation for ACIP.

2. Permanent flight orders issued by the CMC (MMOA-2) assign aeronautically designated officers to flying status. Thereafter, **PCS orders will specify a duty assignment of either Duty Involving Flying Operational (DIFOP) or Duty Involving Flying Denied (DIFDEN)**. ACIP is a continuous entitlement for the first 12 years of aviation service, regardless of duty assignment. Screening points or OPFLY GATES have been established at the end of the 12th and 18th years of aviation service. An officer failing to have the minimum required OPFLY time to pass his appropriate OPFLY GATE or who has exceeded a certain specified length of officer service is no longer entitled to continuous ACIP. However, monthly ACIP may be credited to an otherwise qualified aviation officer if in an operational flying billet (DIFOP duty assignment), and prescribed flight hour minimums are met. Specific OPFLY GATE information is contained in the DoDFMR VOL 7A.

3. Initial Aviation Officer Entries. ACIP is initiated when an officer first reports under competent orders for training leading to aeronautical designation. Table 9-14 through 9-16 contains a summary of those entries required to commence ACIP and OPFLY time accrual.

4. Aviation Service Entry Date (ASED). The date an officer first reports on competent orders to the aviation unit having aircraft in which the officer will receive flight training leading directly to the award of an aeronautical designation. The ASED will be adjusted to

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exclude broken aviation service. The UD statement for reporting or correcting the ASED is below. **This entry can only be reported by CMC (MMOA-2), MATSG Pensacola and MATSG Corpus Christi-NOT MISSO.** Report as follows:

TTC 295 001           ACDU AVNSERV BASE DATE\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_

5. Aviation Data Element Adjustments. From time to time an officer's OPFLY base date, ASED, date designated military pilot (DATDMP), accumulated OPFLY time, or OPFLY GATE information may be determined to be incorrect. In this case, the individual officer is responsible for the correction to the Marine's record and should initiate an administrative action (AA) form addressing the problem to the CMC (MMOA-2). All UD statements causing the above data elements to be adjusted are restricted.

6. Deletion of Aviation Data Elements. When an officer's assignment to duty in a flying status is terminated, aviation-related data elements in the Marine's record must be deleted. The following UD entry will delete these data elements. **This entry can only be reported by the CMC (MMOA-2), MATSG Pensacola, and MATSG Corpus Christi (not MISSO) after the Marine's entitlement to ACIP has been terminated.** Report as follows:

TTC 467 000           TERM AVN STAT ED\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_

7. Operational Flying Base Date (OPFLY) **To be input only by CMC (MMOA) NOT MISSO.** This date will be the same as the ASED, except for those who began flight training before being commissioned. The OPFLY base date will be adjusted to exclude broken aviation service. The following UD statement will be used to report or correct the OPFLY base date. This entry can only be reported by the CMC (MMOA-2), MATSG Pensacola and MATSG Corpus Christi.

TTC 456 000           OPFLY BASE DATE\_\_\_\_\_| (CMC (MMOA-2))

8-byte ED (YYYYMMDD) \_\_\_\_\_

8. Active Duty Officer Service Base Date (OSD). (Refer to Chapter 5, Section 6.)

90103. ACIP (TTC 127/129/130/131).

a. This statement will start the ACIP pay and allow payment of continuous ACIP in the appropriate amount. This is intended to be a one-time entry, any RU may report this statement if an officer's ACIP has been inadvertently stopped. The ED will be the same as the ASED for initial reporting, or the day following the date ACIP was erroneously terminated. **The Officer Service Date (OSD) and Aviation Service Entry Date (ASED) must be present in the officer's Master Record or the entry will fail.**

TTC 130 001           STRT **PERM** FLY DU CREW MBR ED\_\_\_\_\_| (ACTIVE DUTY)

8-byte ED (YYYYMMDD) \_\_\_\_\_

b. The duty assignment has no affect on the amount of ACIP; it only indicates that OPFLY time is either accumulating (DIFOP) or not accumulating (DIFDEN).

(1) Start Monthly ACIP. Aeronautically designated officers who rate ACIP but who have not qualified for continuous ACIP, are entitled to monthly (or conditional) ACIP. When an officer is joined to a DIFOP assignment, view the officer's orders and ensure they contain the acronym "DIFOP." The RU may be required to start, stop, or adjust ACIP. See DoDFMR VOL 7A and MCO P1000.6 for entitlement criteria. Report as follows:

TTC 130 009           STRT **TEMP** FLY DU CREW MBR ED\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_

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(2) Stop ACIP. If entitlement to ACIP ceases (for example, if an officer is entitled only to monthly ACIP and is being transferred to a DIFDEN assignment). The ED is the date of transfer. Report as follows:

TTC 131 001            STOP FLY DU ED \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

(3) ACIP Checkage. If an officer rates monthly ACIP but fails to meet the prescribed flight hour minimums or other criteria specified in DoDFMR VOL 7A. Report as follows:

TTC 129 001            CHEK FLY DU \_\_\_\_\_ TO \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑            ↑

c. Reserves. Once ACIP entitlement has been established, UD entries are required to start, stop, or check the entitlement. Once started, the system will generate ACIP payments for any paid IDT periods or AD reported. If ACIP entitlement is terminated a UD entry reporting termination will be reported immediately. If ACIP was received, but not authorized, a checkage will be reported. Refer to Table 9-14, and report as appropriate:

TTC 130 013            STRT ACIP OPER ED \_\_\_\_\_ | (reserve)  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

or

TTC 130 014            STOP ACIP OPER ED \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

or

TTC 129 013            CHEK ACIP OPER \_\_\_\_\_ TO \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) START checkage    \_\_\_\_\_ ↑            ↑  
 8-byte ED (YYYYMMDD) STOP checkage    \_\_\_\_\_ ↑

**NOTE: There must be a matching paid IDT or AD period in MCTFS.**

d. To credit ACIP entitlement which was authorized and not paid. Report as follows:

TTC 127 012            CRED ACIP OPER \_\_\_\_\_ TO \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) START credit (from) \_\_\_\_\_ ↑            ↑  
 8-byte ED (YYYYMMDD) STOP credit (to) \_\_\_\_\_ ↑

**NOTE: The period of entitlement being reported must equal or include dates within a previously reported IDT or AD period and must be concurrent with an existing ACIP remark D946/S946 on MCTFS.**

e. Previous ACIP Entitlements. If entitlement for ACIP was rated but not paid for AD or IDT periods which are no longer on MCTFS, manual payment may be requested. Requests for manual payments will be submitted, with all substantiating documents, to the DFAS-KC/FSJV.

90104. OPFLY TIME ACCUMULATION (TTC 457/464/465/466/467).

1. Any RU may report this statement whenever an aeronautically designated officer is entering a DIFOP duty assignment from a DIFDEN billet, or otherwise should be accumulating OPFLY time but is not. **Discrepancies pertaining to OPFLY time will be referred to the CMC (MMOA) not MISSO for resolution.**



## MCTFS PRIM

a. Start OPFLY. Upon join to a DIFOP assignment if the officer is coming from a DIFDEN assignment, the following UD statement will be used to restart the OPFLY time clock. **The officer's orders must include the acronym "DIFOP."** The ED will be the day following the officer's transfer from the Marine's last DIFDEN assignment. **The officer must be in receipt of ACIP or the entry will fail.** Report as follows:

TTC 464 000                  STRT OPFLY \_\_\_\_\_  
8-byte ED (YYYYMMDD)                    ↑

b. Stop OPFLY. Upon transfer from a DIFOP assignment if the officer is going to a DIFDEN assignment or after joining a unit in DIFDEN status if the officer continues to accumulate OPFLY Time. The ED will be the day the officer departed the last DIFOP assignment. To stop the OPFLY time clock, report as follows:

TTC 465 000                      STOP OPFLY \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

c. The statement shown below will be used to add OPFLY time to the cumulative total when the total time shown is less than the total time the Marine should be credited. This information will be entered into MCTFS by the SMCR unit or the MCRSC (discrepancies will be referred to the CMC (MMOA-2) for resolution).

TTC 466 000                      OPFLY ADD \_\_\_\_\_ YRS \_\_\_\_\_ MO |

2-byte number of years;  
e.g., 00, 01, etc. If the time  
being added is 11 months or  
less, report number of  
years as 00 \_\_\_\_\_

2-byte number of months; e.g.,  
00, 01, etc. \_\_\_\_\_

d. To subtract OPFLY time from the cumulative total when the total time shown is more than the total time the Marine should be credited. **Discrepancies will be referred to the CMC (MMA-3) for resolution-not MISSO).**

TTC 466 001                      OPFLY SUB \_\_\_\_\_ YRS \_\_\_\_\_ MO |

2-byte number of years;  
e.g., 00, 01, etc. If the time  
being subtracted is 11 months  
or less, report number of  
years as 00 \_\_\_\_\_

2-byte number of months; e.g.,  
00, 01, etc. \_\_\_\_\_

2. "GATE" information will be reported by CMC (MMOA), the SMCR unit, or the CG, MCRSC. Accepted entries will subsequently appear monthly on the LES.

<u>TTC/SEQ</u>	<u>ENGLISH STATEMENT</u>	<u>LES STATEMENT</u>
457 000	OPFLY GATE ONE PASS	GATE 1 P_____
457 001	OPFLY GATE ONE FAIL	GATE 1 F_____
457 002	OPFLY GATE TWO PASS 09YRS	GATE 2 L_____
457 003	OPFLY GATE TWO PASS 11YRS	GATE 2 P_____

## MCTFSPRIM

457 004            OPFLY GATE TWO FAIL|            GATE 2 F\_\_\_\_\_

**NOTE:** The last two bytes indicate the year the GATE information was entered into MCTFS. GATE information will normally be entered within 6 months of the Marine accumulating sufficient OPFLY time to pass a specific GATE regardless of whether the Marine has, in fact, reached that GATE. GATE's occur at 12 and 18 years after an aviator's Opfly Base Date (OFBD). Any discrepancies pertaining to GATE information must be referred to the CMC (MMOA-3) for resolution.

90105. OPERATIONAL FLYING GATES (OPFLY GATES) (TTC 457).

An aeronautically-designated officer is entitled to continuous Aviation Career Incentive Pay (ACIP) during the first 12 years of aviation service. Screening points, or gates, have been established at the 12th and 18th years of aviation service. Officers who fail to make the OPFLY Gate are not entitled to continuous ACIP, but are only eligible to receive monthly ACIP while they are actually performing operational flying duty (DIFOP). **OPFLY Time is only accumulated while the officer is assigned DIFOP orders.**

1. 12-Year Gate. An officer must have accumulated at least 6 years of OPFLY Time by the end of the 12th year of aviation service (based on Aviation Service Entry Date (ASED) for entitlement to continuous ACIP until the 18-year gate).

a. Upon completion of screening the record of an officer having exceeded his 12th year of aviation service, will key to continuous ACIP entitlement, if appropriate.

TTC 457 000            OPFLY GATE ONE PASS|

b. If less than 6 years of OPFLY Time has been accumulated by the end of the 12<sup>th</sup> year of aviation service, the officer is no longer entitled to continuous ACIP. Report as follows:

TTC 457 001            OPFLY GATE ONE FAIL|

2. 18-Year Gate. Upon completion of screening the record of an officer having exceeded his 18th year of aviation service, one of the following UD statements will be used by CMC to post to MCTFS.

a. Aviation officers who have accumulated at least 9 years, but less than 11 years OPFLY Time by the end of the 18th year of aviation service will be entitled to continuous ACIP through 22 years of officer service. Report as follows:

TTC 457 002            OPFLY GATE TWO PASS 09YRS|

b. An officer must have accumulated at least 11 years of OPFLY Time by the end of the 18th year of aviation service for entitlement to continuous ACIP through 25 years of officer service (based on Officer Service Date (OSD)). Report as follows:

TTC 457 003            OPFLY GATE TWO PASS 11YRS|

c. If less than 9 years OPFLY Time has been accumulated by the end of the 18<sup>th</sup> year of aviation service, the officer is no longer entitled to continuous ACIP. Report as follows:

TTC 457 004            OPFLY GATE TWO FAIL|

# MCTFSPRIM

TABLE 9-1--CHANGES TO OPFLY TIME.

R U L E	A	B	C	D
	If	And	then	and
1	a naval aviator or naval flight officer is being transferred from a unit in which duties require performance of OPFLY time	is being transferred to a unit in which duties will also require performance of OPFLY time	report the transfer per Chapter 4	
2		is being transferred to a unit in which duties will not require performance of OPFLY time		Also report a STOP OPFLY entry per par 90102.
3	a naval aviator or naval flight officer is being transferred from a unit in which duties did not require performance of OPFLY time			
4	a naval aviator or naval flight officer was transferred from a unit in which duties did not require performance of OPFLY time	is being joined by a unit in which duties will require performance of OPFLY time	the joining unit must report the join per chapter 3	Also report a STRT OPFLY entry per par 90102. The ED to be used in the STRT OPFLY entry is the date following the date of transfer from last unit

# MCTFSPRIM

TABLE 9-1 CONTINUED--CHANGES TO OPFLY TIME.				
R U L E	A	B	C	D
	If	and	then	and
5	a naval aviator or naval flight officer was transferred from a unit in which duties did not require performance of OPFLY time to another unit in which duties will not require OPFLY time	after being transferred, orders were modified to report to a unit which duties will require performance of OPFLY time	the joining unit must report the join per chapter 3	also report a STRT OPFLY entry per par 90102. The ED to be used in the STRT OPFLY entry is the date following the date of transfer from last unit
6	a naval aviator or naval flight officer was transferred from a unit in which duties required performance of OPFLY	is being joined by a unit in which duties will not require performance of OPFLY time		also report a STOP OPFLY entry per par 90102.
7	a naval aviator or naval flight officer was transferred from a unit in which duties required performance of OPFLY time to a unit which duties will not require performance of OPFLY time	after being transferred orders were modified to report to a unit in which duties will require performance of OPFLY time		report STRT OPFLY entry per par 90102.4a(1). The ED to be used in the STRT OPFLY entry is the day following date of transfer from last unit
8	a naval aviator or naval flight officer was transferred from a unit in which duties required performance of OPFLY time to a unit in which duties will require performance of OPFLY time	after being transferred orders were modified to report to a unit in which duties will require performance of OPFLY time		report a STOP OPFLY entry per par 90102.4a(2). The ED to be used in the STOP OPFLY entry is the date of transfer from last unit.  (NOTE)

**NOTE:** Reservists are automatically entitled to ACIP for 24 months (except for those serving in a Billet MOS of 7207, 7380, 75XX, 9965, 9966, 9967, or 9969) following transfer provided a current flight physical is present in the CMF. For periods of IDT/AD, the SMCR unit or the MCRSC in the case of the IRR, must report the appropriate ACIP period for each IDT/AD period of OPFLY time.

# MCTFSPRIM

TABLE 9-2--ACIP/OPFLY ENTRIES.

R U L E	A	B	C	D
	When an officer	and	Report (see <b>NOTE 1.</b> )	TTC
1	is initially assigned to duty in a flying status (normally entered by MATSG, Pensacola or MATSG, Corpus Christi	the orders are for aviation service, including training for, as a naval aviator or naval flight officer	ACDU OFFSERV BASE DATE (date)   ACDU AVNSERV BASE DATE (date)   OPFLY BASE DATE (date)   STRT PERM FLY DU CREW MBR ED (date)   STRT OPFLY (date)	296 001 295 001 456 000 130 001 464 000
2	is entitled to continuous ACIP ( <b>NOTE 2</b> )	is not in receipt of ACIP	STRT PER FLY DU CREW MBR ED (date)	130 001
3	is receiving continuous ACIP	has been assigned DIFOP from a DIFDEN assignment	STRT OPFLY (date)	464 000
4		is being transferred from a DIFOP to DIFDEN assignment	STOP OPFLY (date)	465 000
5	is entitled only to monthly ACIP ( <b>NOTE 2</b> )	is not in receipt of ACIP	STRT TEMP FLY DU CREW MBR ED (date)   STRT OPFLY (date)	130 009 464 000
6	is receiving monthly ACIP	fails to need pre-scribed flight hour minimums	CHEK FLY DU (date) TO (date)	129 001
7	is receiving monthly ACIP	is being transferred to a DIFDEN assignment	STOP FLY DU STOP OPFLY	131 001 465 000
8	is receiving ACIP (continuous or monthly)	is no longer entitled to ACIP	STOP FLY DU	131 001

**NOTE 1:** TEMP/PERM FLY DU will not post on officers until the OSD and the ASED dates have been reported.

**NOTE 2:** Requirements for continuous and monthly ACIP entitlement are in MCO P1000.6, and DoDFMR, Vol. 7A.

# MCTFSPRIM

TABLE 9-3--ACIP (RESERVE)				
R U L E	A	B	C	D
	When an officer under permanent flight orders	And	report	TTC
1	is joined to an SMCR or IRR unit	is assigned to a DIFOP status or the assignment is DIFDEN but has been authorized DIFOP within the preceding 24 months	STRT ACIP OPER ED____  (NOTE 1)	130 013
2	is suspended from flying status (permanent flight orders terminated)		STOP ACIP OPER ED____  (NOTE 2)	130 014
3	was initially joined in a DIFDEN status and rated ACIP due to having served in a DIFOP billet within the preceding 24 months	has not been assigned DIFOP for 24 months (See NOTE 3)		
4	was credited with ACIP but not entitled		CHEK ACIP OPER ____TO____  (NOTE 4)	129 013

**NOTE 1:** ACIP entitlement will be automatically generated upon reporting paid IDT and AD periods, if the ED of the IDT/AD is after ACIP has started.

**NOTE 2:** No ACIP entitlements will be credited after this is reported.

**NOTE 3:** The 24-month period of ACIP eligibility, without being assigned a DIFOP status, has been terminated.

**NOTE 4:** There must be a corresponding paid IDT or AD period in the CMF.

# MCTFSPRIM

TABLE 9-4-FLIGHT PAY FOR ENLISTED MARINES, NONDESIGNATED/DESIGNATED OFFICERS PAY (ACTIVE DUTY)				
R U L E	A	B	C	D
	When a Marine	and	the UD entry is (NOTE 1)	TTC
1	is assigned to duty in a flying status	the assignment is temporary for an enlisted crewmembers	STRT TEMP FLY DU CREW MBR ED____	130 009
2		the assignment is temporary for a Non-designated officer non-crewmember (NOTE 2)	STRT TEMP FLY DU NON CREW MBR ED____	130 010
3		the assignment is temporary for a designated officer (See MCO 1326.2)	STRT OFFICER CREW MBR FLY PAY ED____	130 016
4		the assignment is for an enlisted crewmember	CRED FLY DU CREW MBR____ TO____	127 001
5		the assignment is for a Non-designated officer or an enlisted crewmember	CRED FLY DU NON CREW MBR____ TO____	127 002
6		the assignment is for a designated officer as authorized in DoDFMR 7A, Chapter 3	CRED OFFICER CREW MBR ____ TO ____	127 018
7		fails to meet minimum flight performance requirements prescribed by DoDFMR, 7A paragraphs 20103 and 20106	CHEK FLY DU ____ TO ____  CHEK OFFICER CREW MBR FLY PAY ____ TO ____	129 001 129 017
8		assignment is definite for an enlisted crewmember	CRED FLY DU CREW MBR ____ TO ____	127 001
9	is currently in receipt of hazardous duty incentive pay	entitled to retroactive diving duty incentive pay	CRED FLY DU CREW MBR____ TO____	127 001
			CRED FLY DU NON CREW MBR____ TO____	127 002
			CRED OFFICER CREW MBR____ TO____	127 018

# MCTFSPRIM

TABLE 9-4 CONTINUED—FLIGHT PAY FOR ENLISTED MARINES, NONDESIGNATED/DESIGNATED OFFICERS PAY (ACTIVE DUTY)

R U L E	A	B	C	D
	When a Marine	and	the UD entry is (NOTE 1)	TTC
10	is removed from flying duty by termination of flying status	the assignment was for other than a designated officer	STOP FLY DU ED____	131 001
11		the assignment was for a designated officer	STOP OFFICER CREW MBR FLY PAY ED____	131 013

**NOTE 1:** Do not use future dates.

**NOTE 2:** Temporary indefinite orders issued for Non-designated officers remain in effect for the entire period of the duty assignment requiring such orders or until the next September 30th following the ED of the orders, whichever comes first. (See the current edition of MCO P1000.6.) New orders are required each October 1st.



# MCTFSPRIM

TABLE 9-5--FLIGHT PAY (RESERVE)				
R U L E	A	B	C	D
	When a Marine (NOTE 1)	and	the UD entry is	TTC
1	has been assigned and performs duty in a flying status and meets minimum flight requirements prescribed by the DoDFMR	the orders are temporary definite or indefinite for an enlisted crewmember	CRED FLY DU CREW MBR____TO____   (NOTE 2)	127 001
2		the orders are temporary definite for a non-crewmember	CRED FLY DU NON CREW MBR____TO____   (NOTE 2)	127 002
3	previously received credit of flight pay and specified in rules 1 and 2	was not entitled to credit for part of the period reported/paid	CHEK FLY DU CREW MBR____TO____   CHEK FLY DU NON CREW MBR____TO____	129 011  129 012

**NOTE 1:** Rules 1 through 3 do not apply to rated/designated officers and warrant officers.

**NOTE 2:** This entry must be reported for each IDT/AD period to which it applies.

# MCTFSPRIM

TABLE 9-6--FLIGHT DECK DUTY PAY (AD/RES)				
R U L E	A	B	C	D
	When a Marine	and	the UD entry is	TTC
1	is assigned to a flight deck billet of an eligible air capable ship	participates in the required number of monthly flight operations while holding the flight deck billet	CRED FLT DECK DU ____ TO ____	127 000
2	is a reservist under orders to a flight deck billet as a crewmember of an attack (CVA) or antisubmarine aircraft carrier	participated in the required number of monthly flight operations while holding the flight deck billet	CRED FLT DECK DU ____ TO ____	127 000
3	Is a reservist who previously received credit of flight deck duty	was not entitled to credit for part of the period previously reported	CHEK FLT DECK DU ____ TO ____	129 010

# MCTFSPRIM

TABLE 9-7--PARACHUTE AND HIGH ALTITUDE LOW OPENING (HALO) DUTY PAY (AD/RES)				
R U L E	A	B	C	D
	When a Marine	and	the UD entry is	TTC
1	is assigned to DUINS or a billet involving parachute jumping or HALO duty as an essential part of military duties	the assignment is within the authorized number of T/O billet	STRT PRCHT JUMP DU ED____  STRT HALO DU ED____	130 003 130 015
2	is performing duty as prescribed by rule 1	fails to perform minimum number of jumps within the allowable unit period	CHEK PRCHT JUMP DU ____TO____  CHEK HALO DU ____TO____	129 002 129 015
3		fulfills jump requirements for prior period(s)	CRED PRCHT JUMP DU ____TO____  CRED HALO DU ____TO____	127 003 127 014
4		the assignment is terminated or Marine is removed from parachute duty	STOP PRCHT JUMP DU ED____  STOP HALO DU ED____	131 003 131 012
5	is a reservist who is designated as a parachutist was ordered to or reported for duties involving parachute jumping at HALO as an essential part of military duties	was issued orders to that duty an fulfilled jump requirements for a IDT or AD period	CRED HALO DU ____TO____	127 014
6	is a reservist who previously received credit of parachute duty HALO	was not entitled to credit for part of the period	CHEK HALO DU ____TO____	129 015
7	is a reservist who is designated as a parachutist or a student parachutist was ordered to or reported for duties involving parachute jumping as an essential part of military duties	was issued orders to that duty and fulfilled jump requirements for a IDT or AD period	CRED PRCHT JUMP DU ____TO____	127 003
8	is a reservist who previously received credit of parachute duty pay	was not entitled to parachute previously reported pay for part of the period	CHEK PRCHT JUMP DU ____TO____	129 002

# MCTFSPRIM

TABLE 9-8--DEMOLITION DUTY PAY (AD/RES) .				
R U L E	A	B	C	D
	When a Marine	and	the UD entry is	TTC
1	is assigned to DUINS or a billet involving demolition of explosives	the assignment is within the authorized number of T/O billets	STRT DML DU ED _____	130 000
2	is performing duty as prescribed by rule 1	fails to perform demolition duties during a calendar month	CHEK DML DU _____TO _____	129 000
3		the assignment is terminated and Marine is removed from demolition duty	STOP DML DU ED _____	131 000
4	Is a reservist who was assigned duty involving the demolition of explosives	performed demolition duties under competent orders	CRED DML DU _____TO _____	127 010
5	Is a reservist who previously received credit of demolition duty pay	was not entitled to credit for part of the period previously reported	CHEK DML DU _____TO _____	129 000

# MCTFSPRIM

TABLE 9-9--EXPERIMENTAL STRESS DUTY PAY (AD/RES)

R U L E	A	B	C	D
	When a Marine	and	the UD entry is	TTC
1	is assigned duties involving experimental stress		STRT STRESS DU ACCEL ED____  STRT STRESS DU DECEL ED____  STRT STRESS DU HP CBR ED____  STRT STRESS DU LP CBR ED____  STRT STRESS DU THERM ED____	130 011 130 004 130 005 130 006 130 007
2	is performing duty as prescribed by rule 1	fails to perform experimental stress duties during a calendar month	CHEK STRESS DU ACCEL____TO____  CHEK STRESS DU DECEL____TO____  CHEK STRESS DU HP CBR____TO____  CHEK STRESS DU LP CBR____TO____  CHEK STRESS DU THERM____TO____	129 003 129 004 129 005 129 006 129 007
3		the assignment is terminated or Marine is removed from experimental stress duty	STOP STRESS DU ACCEL ED____  STOP STRESS DU DECEL ED____  STOP STRESS DU HP CBR ED____  STOP STRESS DU LP CBR ED____  STOP STRESS DU THERM ED____	131 004 131 005 131 006 131 007 131 008
4	is a reservist who is ordered to duty involving experimental stress duty	was issued orders to and performed experimental stress duties during IDT or AD periods	CRED STRESS DU ACCEL____TO____  CRED STRESS DU DECEL____TO____  CRED STRESS DU HP CBR____TO____  CRED STRESS DU LP CBR____TO____  CRED STRESS DU THERM____TO____	130 011 130 004 130 005 130 006 130 007
5	is a reservist who previously received credit stress pay	was not entitled to stress pay for part of the period previously reported	CHEK STRESS DU ACCEL____TO____  CHEK STRESS DU DECEL____TO____  CHEK STRESS DU HP CBR____TO____  CHEK STRESS DU LP CBR____TO____  CHEK STRESS DU THERM____TO____	129 003 129 004 129 005 129 006 129 007

# MCTFSPRIM

TABLE 9-10--SUBMARINE DUTY PAY (ACTIVE DUTY)			
R U L E	A	B	C
	When a Marine	the UD entry is	TTC
1	attached to a submarine	See <b>NOTES 1, 2, and 3</b> to start and adjust SUB PAY	
2	detached from a submarine	STOP SUB DU ED____	131 009

**NOTE:** Submit a message to DFAS, including the Marine's name, SSN, ED, and correct monthly rate of submarine duty pay, as stated in the DoDFMR, Vol. 7A, Tables 2-2-3, 3-3-4, and 2-2-5. A follow-up message or a NAVMC11116 must be submitted to the FO for monthly rate changes or a one time adjustment as applicable.

# MCTFSPRIM

TABLE 9-11--CHEMICAL MUNITIONS DUTY PAY (ACTIVE DUTY) .				
R U L E	A	B	C	D
	When a Marine's	and	the UD entry is	TTC
1	primary duty involves handling of chemical munitions <b>(NOTE)</b>	the assignment is in excess of 30 days	STRT CHEMICAL MUNITIONS PAY ED_____	130 017
2		the assignment is terminated or primary duty no longer involves handling of chemical munitions	STOP CHEMICAL MUNITIONS PAY ED_____	131 014
3		entitlement is for a specific period	CRED CHEMICAL MUNITIONS PAY_____TO_____	127 019
4		loses entitlement for a specific period	CHEK CHEMICAL MUNITIONS PAY_____TO_____	129 018

**NOTE:** See DoDFMR, Vol. 7A, paragraph 20391.

# MCTFSPRIM

## Section 2: PROFICIENCY PAY

### 90200. INTRODUCTION.

1. This Section pertains to Proficiency Pay. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
134 000 CRED SDA EXP BILMOS____ TO____	HQ REG	Y	Y
233 013 STRT SDA PAY BILMOS____ ED____	HQ REG	Y	Y
235 000 PROPAY SDA TERM ED____	HQ REG	Y	Y

### 90201. SPECIAL DUTY ASSIGNMENT PAY (SDA) (TTC 134/233/235).

1. A UD entry is required when SDA pay is awarded or terminated. The UD entry to terminate SDA pay should be used only if the Marine is no longer entitled to SDA pay in any amount.

2. First sergeants and sergeants major assigned to the following RU's and who are qualified and performing the duties of a production recruiter (billet MOS 8411) or drill instructor (billet MOS 8511) will qualify for SDA pay:

- a. Recruit training company/battalion.
- b. MCRSC, prior service recruiting division.
- c. Recruiting stations/districts.

d. Sergeants Major and Sergeants Major (selectees) serving in a Billet MOS of 9999 on recruiting duty or those assigned to Recruit Training Regiments at MCRD-PI or MCRD-SD.

3. SDA pay may be awarded to an eligible enlisted Marine serving in an authorized T/O billet designated as eligible for SDA pay:

ELIGIBLE MOS's	MONTH REMARKS
8411 Recruiter	None. Must be assigned a Billet MOS of 8411/8412
8412 Career Recruiter	None.
8421 Career Planner	None. Must be assigned a Billet MOS of 8421
8511 Drill Instructor	0 to 6 months recruit drill instructor experience
8511 Drill Instructor	Over 6 months recruit drill instructor experience
8151 Marine Security	When assigned with the State Department at an Guard embassy

**NOTE:** Effective 1 April 1996, All Marine's (including Sergeants Major) assigned to recruiting duty filling 8411/8412 billets (production recruiters) are entitled to receive SDA Level 6 pay. The tiering of SDA pay for production recruiters is eliminated.

4. Personnel assigned to the Joint Communications Unit (JCU) filling authorized T/O billets are eligible for special duty assignment pay per the following criteria.

- a. JCUO/Operational Personnel (Category B):

<u>ELIGIBLE MOS's</u>	<u>MONTH REMARKS</u>
JCUO	0 to 6 months experience
JCUO	7 to 12 months experience



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JCUO Over 12 months experience

b. JCUS/Support Personnel (Category C):

ELIGIBLE MOS' s	MONTH REMARKS
JCUS	0 to 6 months experience
JCUS	7 to 12 months experience
JCUS	Over 12 months experience

5. Sergeant Majors at both recruit depots must be in specific platoons in the MCRD HQBN in order to receive the correct rate of pay credited for the MCRD Sergeant Major and the Sergeant Major's of the RTR's as well. The below table breaks out how the depot Sergeant Majors work:

<u>BILLET</u>	<u>DEPOT</u>	<u>RUC</u>	<u>MCC</u>	<u>PLT</u>	<u>RATE CODE</u>
Depot SgtMaj	Sdiego	34001	017	HCMD	P2
				SRT1	P3
	P132001		016	CSX1	P2
RTR SgtMaj	P1	32001	016	SHRA	P3
BnRTR SgtMaj	Sdiego	34001/ 34020	017	any other*	P4
	P1	32001	016	any other*	P4

\* Can't be used for RTR or Depot SgtMaj.

6. Erroneous SDA pay information can be corrected by terminating the erroneous entitlement as of the date the original entitlement was reported by using a "DEL AS ERR" statement. The correct entitlement will then be reported, if appropriate.

7. Report SDA pay for members serving in BILMOS 8411, 8412, 8511, 8421, JCU0, or JCUS. MCTFS will automatically credit progressive increases in SDA pay. For those members who previously served in BILMOS's 8411, 8412 or 8511, MCTFS will automatically start SDA pay at the higher rate (except 8412s). Report as follows:

TTC 233 013                    STRT SDA PAY BILMOS \_\_\_\_\_ ED \_\_\_\_\_

4-byte BILMOS                    \_\_\_\_\_ ↑                    ↑

8-byte ED (YYYYMMDD)                    \_\_\_\_\_ ↑

**NOTE:** Processing of the UD statement reporting transfer will terminate SDA pay.

8. For members with prior experience serving in BILMOS 8411, 8412, or 8511, and not credited SDA pay at the prior experience level, use the following statement to establish the member's prior experience history:

TTC 134 000                      CRED SDA EXP BILMOS                      TO

4-byte BILMOS                      ↑                      ↑                      ↑

8-byte ED (YYYYMMDD) FROM                      ↑

8-byte ED (YYYYMMDD) TO                      ↑

**NOTE:** If the Marine has previous experience in BILMOS 8411, 8412, or 8511 the entry must be reported prior to reporting STRT SDA PAY. Failure to report entry prior to STRT SDA PAY will cause the Marine to receive SDA pay at the lower level.

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9. Use the following statement to terminate SDA pay when a member is no longer entitled to SDA pay in any amount:

TTC 235 000            PROPAY SDA TERM ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD)    \_\_\_\_\_ ↑

# MCTFSPRIM

## Section 3: FAMILY SEPARATION ALLOWANCE (FSA)

### 90300. INTRODUCTION

1. This Section pertains to Family Separation Allowance. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
189 001 STRT FSAR ED _____	HQ REG	Y	Y
189 002 STRT FSAS ED _____	HQ REG	Y	Y
189 003 STRT FSAT ED _____	HQ REG	Y	Y
190 001 STOP FSAR ED _____	HQ REG	Y	Y
190 002 STOP FSAR ED _____	HQ REG	Y	Y
190 003 STOP FSAS ED _____	HQ REG	Y	Y
397 001 CRED FSAR _____ TO _____	HQ REG	N	N
397 002 CRED FSAS _____ TO _____	HQ REG	N	N
397 003 CRED FSAT _____ TO _____	HQ REG	N	N
398 001 CHEK FSAR _____ TO _____	HQ REG	N	N
398 002 CHEK FSAS _____ TO _____	HQ REG	N	N
398 003 CHEK FSAT _____ TO _____	HQ REG	N	N

### 90301. FAMILY SEPARATION ALLOWANCE (FSA) (TTC 189/190 397/398).

1. There are two types of Family Separation Allowances which are payable only to Marines with dependents -- FSH (formerly know as FSA-I) and FSA-II (commonly know as FSA-R, FSA-T, and FSA-S depending on whether the separation was Restricted, Temporary, or on Ship). The DODFMR chapter 27 contains detailed instructions concerning entitlement to FSA. Please note that the Marine Corps does not PAY FSH at this time. FSH is an allowance to assist with the cost of housing expenses in an overseas area. The Marine Corps provides this compensation in the form of Overseas Housing Allowance.

**NOTE:** A spouse on AD in a branch of the U.S. Armed forces and entitled to Basic pay is NOT a dependent for FSA purposes. See DoDFMR, Chapter 27, for entitlement to FSA for member married to member couples with no other dependents.

2. The purpose for FSA TYPE-I (FSH) is to pay the Marine for added housing expenses caused by enforced separation from dependents. The amount of FSH payable is the BAH PDS locality without dependent rate for the Marine's grade and PDS location within the United States or the OHA PDS without dependent rate for the Marine's grade and PDS location outside the United States. It is payable to Marines with dependents who are on permanent duty at a location where:

a. The movement of the member's dependents is not authorized at the expense of the government;

b. The Marine's dependents do not live at or near the location;

c. Government quarters are not available for assignment to the Marine. Use the appropriate BAH or OHA statements to start and stop FSH. See Chapter 8 for BAH and OHA reporting procedures.

**NOTE:** Upon reporting a transfer (TTC's 359 and 364-368), all types of FSA will automatically terminate.

4. FSA provides compensation for added expenses incurred because of enforced family separation due to the Marine's assignment to any of the following:

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a. Restricted duty station where transportation of dependents is not authorized at Government expense and dependents do not reside at or near the duty station (FSA-R), to include Marines who gain their dependents after joining the command and their dependents do not reside near the PDS. This includes Active Duty Special Works orders over 140 days who PCS without Marines on a household goods move.

b. FSA-S may not be started or credited until the Marine has been on duty onboard a ship away from the homeport (of the ship) for a continuous period of more than 30 days. Refer to the DoDFMR for computation of periods of more than 30 days.

c. TAD/TDY away from the PDS, including deployments and Active Duty Special Work (under 140 days), continuously for more than 30 days, and dependents do not reside at or near the TAD/TDY station (FSA-T). (FSA-T may not be started or credited until the Marine has been TAD/TDY continuously for more than 30 days. The ED to stop FSA-T is the day prior to the actual or constructive date of return. Refer to the DoDFMR, for computation rules for constructive dates and for periods of more than 30 days.)

d. FSA is payable both inside and outside the United States. It is not payable to Marines performing duty at any station under permissive orders, except when the Marine is voluntarily reassigned PCS overseas under permanent orders from a station overseas where the Marine is already entitled to FSA. If all other requirements continue to be met then FSA remains payable. Report as follows:

TTC 189 001            STRT FSAR ED \_\_\_\_\_ |  
TTC 189 002            STRT FSAS ED \_\_\_\_\_ |  
TTC 189 003            STRT FSAT ED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) of FSA entitlement    ↑

**NOTE:** When the Marine's dependents visit or reside at or near the Marine's duty station (PCS not involved and the dependents travel at the Marine's expense), the Marine's entitled to FSA as specified in the DoDFMR.

e. Use the following statements to STOP FSA:

TTC 190 001            STOP FSAR ED \_\_\_\_\_ |  
TTC 190 002            STOP FSAR ED \_\_\_\_\_ |  
TTC 190 003            STOP FSAS ED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) termination    ↑  
of FSA entitlement \_\_\_\_\_


5. Temporary visits by a Marine's dependents may affect entitlement to FSH/FSA. Specific conditions for entitlement during temporary social visits are in the DoDFMR. When required, use the following statements to credit or check FSH and FSA entitlement.

TTC 397 001            CRED FSAR \_\_\_\_\_ TO \_\_\_\_\_ |  
TTC 397 002            CRED FSAS \_\_\_\_\_ TO \_\_\_\_\_ |  
TTC 397 003            CRED FSAT \_\_\_\_\_ TO \_\_\_\_\_ |  
8-byte ED (YYYYMMDD)    ↑            ↑  
beginning and ending of credit \_\_\_\_\_

**NOTE:** Considering authorized travel time after completion of a period of TAD is unknown and the transferring unit cannot report the actual ED that FSA entitlement should stop, the transferring unit should report termination as of the date of detachment. The gaining

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command should then report a credit for the authorized travel time. This will avoid overpayment and subsequent recoupment of funds.

TTC 398 001	CHEK FSAR_____TO_____
TTC 398 002	CHEK FSAS_____TO_____
TTC 398 003	CHEK FSAT_____TO_____
8-byte ED (YYYYMMDD) beginning and ending of checkage_____	

**NOTE:** Refer to DoDFMR, for detailed instructions concerning beginning and ending dates for credit and checkage periods.

6. A Marine married to a member of the U.S. Armed Forces entitled to basic pay may be entitled to FSA if they have a child that either parent may claim for BAH purposes. One parent may claim the child for BAH and the other may claim the child for FSA. FSA may alternate between parents for the same dependent. When a member is married to another member with dependent children and they are separated by military orders, then one member is entitled to FSA due to the separation of that member from the dependent child(ren). A member married to another member with dependent children incurs the same types of miscellaneous expenses involved in running a split household as a member married to a non-member. Therefore, the entitlement to FSA is warranted.

7. Effective 23 September 1996, a couple comprised of a member married to another member with no other dependents is entitled to FSA under the same general conditions as members with non-active duty dependents, provided the couple was residing together immediately before being separated by reason of execution of military orders. See DoDFMR, Chapter 27 for entitlement criteria.

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## Section 4: PERSONAL MONEY ALLOWANCE

### 90400. INTRODUCTION.

1. The different categories of this Section are those items that pertain Personal Money Allowance special pay. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.


	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
128 003 SPL PAY NONE	HQ RES	N	N
128 004 SPL PAY OFF 4 YRS ENL SERV	HQ REG RES	N	N
128 006 SPL PAY APPT CMC ED _____	HQ REG	N	N
128 007 SPL PAY FORMER CMC ED _____	HQ REG	N	N
128 008 SPL PAY SGTMAJ USMC ED _____	HQ REG	N	N
128 009 SPL PAY FORMER SGTMAJ USMC ED _____	HQ REG	N	N
128 011 SPL PAY NONE	HQ REG	N	N

### 90401. SPECIAL PAY (TTC 128).

The CMC and the SGTMAJ USMC are entitled to a special rate of pay. Entitlement shall be reported on the UD submitted for the date the designated duty is assumed.

TTC 128 006            SPL PAY APPT CMC ED \_\_\_\_\_|


TTC 128 008            SPL PAY SGTMAJ USMC ED \_\_\_\_\_|

8-byte ED (YYYYMMDD) duty is assumed \_\_\_\_\_

5. Termination of the special rate of pay for the CMC and the SGTMAJ USMC must be reported on the UD submitted for the date the designated duty is terminated. Since a special rate of pay will be applicable to retired pay also, status as a former CMC or former SGTMAJ USMC must be reported with one of the following statements:

TTC 128 007            SPL PAY FORMER CMC ED \_\_\_\_\_|

TTC 128 009            SPL PAY FORMER SGTMAJ USMC ED \_\_\_\_\_|

8-byte ED (YYYYMMDD) duty is terminated \_\_\_\_\_

6. Effective 1 October 1983 commissioned officers in pay grade O-1, O-2, or O-3 are entitled to a special rate of pay for that grade if the officer has a combined total of over 4 years active service as a WO and enlisted member. In computing this active WO and enlisted service, include AD for training in a WO and enlisted status. This special pay code will be reflected in block 6 of the LES as either O1E, O2E, or O3E. This information must be reported on the UD as part of the entry that reports the acceptance of appointment. If this information is found to be missing subsequent to acceptance, the RU will enter the correct data using the following statement:

TTC 128 004            SPL PAY OFF 4 YRS ENL SERV|

7. When a special pay code is found to be erroneous, use the following statement to delete the erroneous code from the MCTFS [OFFICERS ONLY]:

TTC 128 003            SPL PAY NONE| (Reserve)

TTC 128 011            SPL PAY NONE| (Regular)

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## Section 5: DIVING DUTY

### 90500. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Diving Duty Pay. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
144 001 CRED DVNG DU PAY ____ TO ____	RES	Y	Y
144 002 STRT DVNG DU PAY QUAL LAPSE _____ ED _____	HQ REG RES	Y	Y
144 003 STRT DVNG DU PAY STUDENT QAL LAPSE _____ ED _____	HQ RES	Y	Y
145 000 CHEK DVNG DU PAY ____ TO ____	RES	Y	Y
145 001 STOP DVNG DU PAY ED _____	HQ REG	Y	Y
148 000 NEW DVNG QUAL LAPSE _____	HQ REG RES	Y	Y

### 90501. DIVING DUTY PAY (TTC 144/145/148).

1. Diving duty pay is a special pay authorized to qualified officers and enlisted personnel who are designated as divers by proper authority. This pay is authorized only when personnel are assigned to and performing diving duty. The DoDFMR, contains instructions and information regarding entitlement to diving duty pay.

2. To start diving duty pay, the entry must also include the date the Marine's diving qualifications lapse. The lapse date is 6 months after the qualification date. For **EXAMPLE:** a Marine qualifies as a diver on 19980131, lapse date would be 19980730. Report as follows:

TTC 144 002            STRT DVNG DU PAY QUAL LAPSE \_\_\_\_\_ ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) diving qualifications lapse      ↑      ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_

3. Entitlement to diving duty pay terminates upon detachment from the permanent duty station or removal from diving duty. When reporting termination of diving duty pay, the date of detachment and/or the date diving duty orders are terminated is the ED. Report as follows:

TTC 145 001            STOP DVNG DU PAY ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

4. Provided the qualification lapse date has not expired, report the temporary stoppage per the following:

a. On the 31st day after personnel enter into one of the following situations:

- (1) Hospitalized not as a result of a diving accident.
- (2) On leave in a pay status.
- (3) On TAD for purposes other than diving duty.

b. On the 91st day after the Marine is hospitalized as the result of a diving accident.

c. On the date that a Marine is confined awaiting trial by court-martial and/or serving sentence of court-martial.

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5. If a Marine does not re-qualify before the lapse date, diving duty pay will be terminated automatically on the lapse date. No UD entry is required.

6. If a Marine re-qualifies before the diving qualification lapse, the new lapse date will be 6 months after the old lapse date, regardless of the re-qualification date. For **EXAMPLE:** a Marine qualified as a diver on **19990130** and had a lapse date of **19990729** re-qualifies on **20000710** the new lapse date would be **20000129**. Use the following statement to report the lapse date:

TTC 148 000                      NEW DVNG QUAL LAPSE \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD)                      \_\_\_\_\_ ↑

7. When a Marine re-qualifies after the lapse date and is again assigned to diving duty, a start of diving duty pay must be reported.

8. First sergeants and sergeants major assigned to the following units participating in diving duty indicated by an accompanying additional MOS may qualify for diving duty pay:

- a. Reconnaissance battalion.
- b. Force reconnaissance company.
- c. ANGLICO.
- d. Air delivery platoon.
- e. I-I staff ANGLICO/air delivery platoon/reconnaissance battalion/force reconnaissance company.

9. The qualifying MOS's are as follows:

8653 RECON MAN, SCUBA QUALIFIED  
 8654 RECON MAN, PARACHUTE AND SCUBA QUALIFIED  
 9952 SCUBA MARINE (OFFICER/ENLISTED)  
 9953 PARACHUTIST/SCUBA & UBA MARINE (OFFICER/ENLISTED)

10. Effective 1 October 1999, diving duty pay for officer/enlisted Marine is \$150. Entitlement begins when a member makes his/her first dive. The lapse date for students is the anticipated school completion date. Use the following statement to report diving duty pay for officer/enlisted members while undergoing training:

TTC 144 003                      STRT DIVING DU PAY STUDENT QUAL LAPSE \_\_\_\_\_ ED \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) student qualifications lapse \_\_\_\_\_ ↑                      ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

11. After diving duty training is completed and upon assignment to a diving duty billet, officers are entitled to \$240 per month and enlisted members are entitled to \$175 per month. Termination of student diving duty pay must be reported on the UD using TTC 145 001. To effect regular diving duty pay rates, a start diving duty pay must be reported.

12. A UD entry is required to credit diving duty pay to reservists who perform AD for 30 days or less or IDT on or after 1 April 1988 and are entitled to diving duty pay. Use the following statement to report a credit of diving duty pay:



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TTC 144 001            CRED DVNG DU PAY \_\_\_\_\_ TO \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) inclusive            ↑            ↑  
of entitlement \_\_\_\_\_

The period of entitlement reported must equal or include dates within a previously or concurrently reported AD or IDT period. Additionally the DVNG DU PAY QUAL LAPSE date must be current to report the credit.

13. When a period of diving duty pay has been credited but the entitlement does not exist for the entire period or the period is different from that previously credited, use the DELETE AS ERR or DELETE/ADD correction procedure. When a reservist received a credit of diving duty pay for an IDT that was not performed, or for a period of AD during which the diving duty pay entitlement did not exist for the entire period, a retroactive checkage of diving duty pay must be reported using the following statement:

TTC 145 000            CHEK DVNG DU PAY \_\_\_\_\_ TO \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) inclusive            ↑            ↑  
of erroneous credit \_\_\_\_\_

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## Section 6: CAREER SEA DUTY

### 90600. INTRODUCTION

1. The different categories of this Section are those items that pertain to Career Sea Duty Pay. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
139 001 CHAN CARSEA DU (____) _____	HQ REG	N	Y
147 000 CRED CARSEA DU ____ TO ____	HQ REG	Y	Y
173 000 STOP CARSEA DU	HQ REG	Y	Y
188 000 CARSEA DU YR ____ MO ____ DA ____	HQ REG	N	N

### 90601. CAREER SEA PAY (TTC 147/173/188/139) (ACTIVE DUTY ONLY).

1. Career sea pay is special pay which is payable to Marines in certain pay grades upon permanent or temporary assignment to sea duty. Career sea pay rates are based on the amount of sea duty accumulated by the Marine.

a. Under the requirements of the DoDFMR, a Marine that is onboard ship for the purpose of transportation as a passenger is not entitled to career sea pay. "Transportation as a passenger" is defined as Marines who are embarked aboard ship:

- (1) on leave,
- (2) on permissive TAD,
- (3) on individual or unit overseas rotational assignment,
- (4) or being transported while confined as a result of court-martial sentence.

b. The following are considered to be sea duty assignments:

- (1) Flag Allowance, Commander, 7th Fleet.
- (2) Flag Allowance, Commander, 6th Fleet.
- (3) Fleet Marine Officer, Commander, 2d Fleet.
- (4) Flag Allowance, COMPHIBGRU 2.
- (5) Flag Allowance, COMPHIBGRU 1.
- (6) Flag Allowance, COMMIDEASTFOR.
- (7) Officer Allowances, all TACRON Units.
- (8) All Assistant Air Operations Officers, LPH/LPA.
- (9) All Combat Cargo Officers, NCO's, Assistants.
- (10) Nucleus Landing Force Staff (LHA's).
- (11) Permanent Landing Force Staff.
- (12) Communications Detachments (LCC's).

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(13) All Marine Detachments (carriers, cruisers, and subtenanders).

(14) Marines Assigned to the HQ, Marine Expeditionary Brigade (MEB) who are performing a tour of duty and serving aboard ship.

2. Marines assigned to the Fleet Marine Force (FMF), who participate in an FMF deployment overseas/FMF operation or FMF field exercise that may or may not involve a movement aboard amphibious shipping, are eligible for the accumulation of deployed time and adjustment of their overseas control date. Deployments that earn eligibility for accumulated deployed time should receive cumulative credit for sea duty service when the FMF deployment, operation, or field exercise involves embarkation aboard a U.S. Navy vessel.

3. Career sea pay is composed of two elements, history and pay, which are computed on a 30-day month. This paragraph contains the UD reporting requirements for career sea duty history and career sea duty pay. The following definitions are provided for the terms and phrases used in this paragraph:

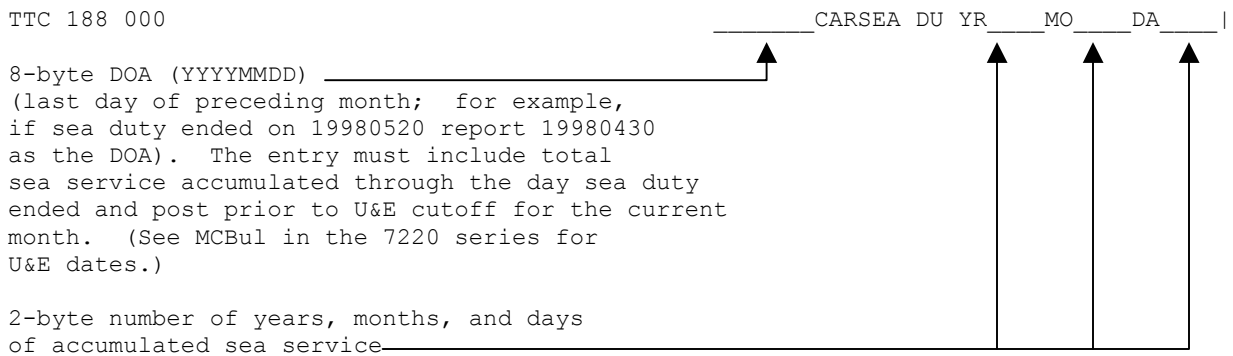
a. Sea time is the inclusive "from" and "to" dates of each period of career sea duty contained in the MCTFS Career Sea History record.

b. Net sea time (YYYYMMDD) is computer-generated and posted in the MCTFS **history** record. It is the total years, months, and days of each sea time period reduced by a day-for-day reduction for all time lost occurring during each period.

c. Total sea service (YYYYMMDD) is computer-generated and established in the MCTFS career sea pay record as the total sum of all sea duty periods minus the number of days time lost which occurred during each sea duty period.

4. Total sea service governs the rate of entitlement to career sea pay per the DoDFMR. The processing of UD entries that add, delete, or change sea time periods automatically adjust total net sea time. If total sea service needs adjustment, use the following statement to correct total sea service:

TTC 188 000



5. When used to correct or update sea service information, the entry cannot be reported between the 1<sup>st</sup> and 5<sup>th</sup> of any given month due to the Update and Extract (U&E) process which will cause the information to fail. The correct information will be reported after the 5<sup>th</sup> of any given month that will enable it to process and update the member's record.

a. To compute total sea service for a Marine:

(1) List all beginning dates of each sea duty period.

(2) List all ending dates of each sea duty period. Change the ending date to 30 if it is the last day of the month and it is other than 30.

(3) Add all beginning dates.

(4) Add all ending dates.

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(5) Subtract the total beginning dates from the total ending dates. If more months are needed, deduct 1 or more years from the total ending years and add 12 months for each year deducted. If more days are needed, deduct 1 or more months and add 30 days for each month deducted.

(6) Add 1 day for each sea duty period to account for inclusive dates.

b. For **EXAMPLE**, a Marine was on sea duty:

	<u>FROM:</u>	<u>TO:</u>	
	19840814	19850321	
	19871013	19881206	
	19890717	19900230	(Changed from 19900228)
	19921221	19930518	
Total:	302 37 65	Total: 306 22 75	(2 years changed to 24 months)
		-302 37 65	
		02 09 10	
		+ 04	(Inclusive dates)
		02 09 14	(Total Sea Service)

6. The processing of UD statements reporting UA and time lost will automatically suspend career sea pay and the accumulation of sea duty time for the period involved in the MCTFS history and pay records. (See above paragraph for conditions requiring that start/stop sea duty entries be reported.)

7. The DoDFMR, establishes the criteria for entitlement to career sea pay. UD entries reporting the career sea pay entitlement vary, depending on the length of the sea duty assignment.

a. You must report **all** sea duty periods on **all** AD Marines. Although some Marines on sea duty are not entitled to career sea pay because of their grade, they are entitled to the accumulation of sea duty time. If a Marine becomes entitled to career sea duty pay after the STRT CARSEA DU entry is reported or during a period of the CRED CARSEA DU entry, career sea pay will automatically start. Also, career sea pay will automatically stop, and sea duty time will continue to accumulate when a Marine receiving career sea pay is reduced to a grade for which there is no entitlement to career sea pay.

b. A member may not receive both career sea pay and foreign duty pay for the same period, DoDFMR. Report the career sea date as the date of embarkation/debarkation on all enlisted, Cpl and above. Reporting of foreign duty would be required to be reported on the day after career sea pay was terminated or stopped the day prior to starting career sea pay entitlement.

c. Use the following statement to report periods of sea duty of 30 days or less upon completion of the sea duty assignment:

TTC 147 000

8-byte ED (YYYYMMDD) reported onboard the vessel, ED of embarkation on Marines TAD onboard the vessel, or ED the vessel is at sea or a port 50 miles away from homeport\_\_\_\_\_

8-byte ED (YYYYMMDD) detached from the vessel, ED of embarkation for Marines TAD onboard the vessel, or ED the vessel returns to homeport\_\_\_\_\_

Vessel name (maximum of 20 A/N characters)\_\_\_\_\_

CRED CARSEA DU \_\_\_\_\_ TO \_\_\_\_\_ |

↑  
8-byte ED (YYYYMMDD) reported onboard the vessel, ED of embarkation on Marines TAD onboard the vessel, or ED the vessel is at sea or a port 50 miles away from homeport

↑  
8-byte ED (YYYYMMDD) detached from the vessel, ED of embarkation for Marines TAD onboard the vessel, or ED the vessel returns to homeport

↑  
Vessel name (maximum of 20 A/N characters)

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d. **For sea duty assignments of 1 day, the date of embarkation and debarkation will be the same.** The CHAN CARSEA DU and stop UD entries will be reported for sea duty periods of 31 days or more and when sea duty is interrupted by TAD/TDY or hospitalization ashore. Accumulation of sea duty time continues during the first 30 days a Marine is TAD, TDY, or hospitalized ashore, **regardless of whether the Marine is entitled to career sea pay.** Career sea pay, if entitlement exists, also continues during the first 30 days in such status. (See DoDFMR). Additionally, transfer within the same MCC from one vessel to another must be reported by CHAN CARSEA DU/stop UD entries to update the vessel name in the MCTFS history record. When the only restriction to career sea pay is a Marine's rank and or time in service, yet is eligible to accumulate career sea time, report the CHAN CARSEA DU entry using an indicator 'Y'. Upon attaining required rank/time in service the system will automatically generate career sea pay entitlement. When transferring within MCC from one vessel, CHAN CARSEA DU on the date of join aboard the new vessel.

- (1) Use the following statement to start career sea pay upon assignment to sea duty:

```
TTC 139 001          CHAN CARSEA DU(____)_____|
                                     ^           ^
Y = Starts career sea pay and      |           |
the accrual of sea time_____|      |           |
N = Starts career sea time only_____|      |           |
                                     |           |
Vessel name (maximum of 20 A/N characters)_____
```

- (2) Use the following statement to stop career sea duty upon termination of sea duty:

```
TTC 173 000          _____STOP CARSEA DU|
                                     ^
8-byte ED (YYYYMMDD) of detachment |
from vessel or date of              |
debarkation of Marines TAD          |
or TDY onboard the vessel _____
```

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## Section 7: HOSTILE FIRE PAY

### 90700. INTRODUCTION.

1. This Section pertains to Hostile Fire Pay. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
236 001 CHEK HFP____TO____	HQ REG	Y	Y
293 001 STRT HFP____EFF____	HQ REG	Y	Y
294 001 STOP HFP____EFF____	HQ REG	Y	Y
297 001 CR HFP____TO____	HQ REG	Y	Y

### 90701. HOSTILE FIRE (HFP)/IMMINENT DANGER PAY (TTC 236/293/294/297).

1. This paragraph prescribes the methods for reporting entitlement and non-entitlement to HFP. DoDFMR, contains complete instructions relative to the regulatory conditions of entitlement to HFP. The UD is used to report all conditions of accrual or nonaccrual of HFP. Table 9-17 contains the prescribed entries to be used on the UD and should be used in conjunction with Table 1-10-1, DoDFMR.

2. Active Duty entitlement is determined by the Marine's presence in a designated hostile fire or imminent danger area or participation in a hostile encounter. These areas are designated by the DoD and the Marine qualifies for HFP by meeting certain conditions as outlined in the DoDFMR. There are three basic categories of entitlement:

a. Permanent assignment to a hostile fire or imminent danger area with a continuing entitlement of HFP.

b. Temporary or intermittent assignments and hospitalization with entitlement on a one-time basis.

c. Actual participation in a hostile encounter, or death, injury, or hospitalization resulting from hostile fire, whether or not in a designated area.

3. The data element "country code" is a two-character A/N code for the countries of the world as listed in MCO P1080.20. Unit Commander's will report the country code for the country where the Marine earned the HFP entitlement. A country code of 'ZZ' will be used to designate a classified location (when the actual country code cannot be revealed for security reasons).

4. Reservists performing AD for 30 days or less in a designated hostile fire area are entitled to special pay for duty subject to hostile fire.

a. HFP will be reported retroactively. To credit or check a Reserve Marine HFP, a NAVMC 11200, Reserve Miscellaneous Pay Order will be prepared and forwarded to the DFAS-KC/FBPB.

b. The NAVMC 11200 will show the period the member is to be credited or checked HFP. The period reported must equal or include dates within a previous AD period. Report the dates of actual entitlement per the DoDFMR.

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TABLE 9-12--HOSTILE FIRE OR IMMINENT DANGER PAY ENTITLEMENT.

R U L E	A	B	C	D	E
	If the Marine	and	the UD entry is	and the DoDFMR authority is table 1-10-1	TTC
1	reports for permanent duty in a designated hostile fire or imminent danger area		STRT HFP ( <u>code</u> ) EFF ( <u>date</u> )    (NOTES 1 and 2)	Rule 1	293 001
2	is permanently assigned to an area that is designated as a hostile fire or imminent danger area				
3	reports for TAD in a designated hostile fire or imminent danger area	period of TAD is expected to be more than 30 days			
4	is present in a designated hostile fire or imminent danger area	performs assigned duties therein 1-calendar month	CRED HFP ( <u>code</u> ) ( <u>date</u> ) TO ( <u>date</u> )    (NOTES 1 and 3)	Rule 2	297 001
5		performs assigned duties therein beginning in 1 month and ending the next month			
6				Rule 3	
	is subject to hostile fire while performing duty inside or outside a designated hostile fire or imminent danger area				

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TABLE 9-12 CONTINUED--RULES FOR REPORTING HOSTILE FIRE OR IMMINENT DANGER PAY ENTITLEMENT.

R U L E	A	B	C	D	E
	If the Marine	and	the UD entry is	and the DoDFMR authority is table 1-10-1	TTC
7	is killed as a result of hostile fire, mine, or other hostile act		not required when a continuing credit of HFP was already in effect. HFP will automatically continue through the date of death. Otherwise, <b>(NOTE 4)</b>	Rule 4	297 001
8	is wounded or injured	wound or injury is result of hostile fire, mine, or other hostile act, and Marine is not in receipt of HFP	CRED HFP ( <u>code</u> ) ( <u>date</u> ) TO ( <u>date</u> )   <b>(NOTES 3 &amp; 5)</b>  STRT HFP ( <u>code</u> ) EFF ( <u>date</u> )   <b>(NOTES 1 &amp; 5)</b>	Rule 5	297 001  293 001
9	is hospitalized following wound or injury	place of hospitalization is within a designated hostile fire or imminent danger area	UD entry not required	Rules 1 to 5	294 001
10	is hospitalized following wound or injury	place of hospitalization is outside designated hostile fire or imminent danger area	STOP HFP ( <u>code</u> ) EFF ( <u>date</u> )   <b>(NOTE 6)</b>	Rules 1 to 5	294 001



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TABLE 9-12 CONTINUED--RULES FOR REPORTING HOSTILE FIRE OR IMMINENT DANGER PAY ENTITLEMENT.

R U L E	A	B	C	D	E
	If the Marine	and	the UD entry is	and the DoDFMR authority is table 1-10-1	TTC
11	is detached from permanent duty in a designated hostile fire or imminent danger area to include TAD of 30 days or longer	is accruing HFP	STOP HFP ( <u>code</u> ) EFF ( <u>date</u> )   ( <b>NOTE 6</b> )	Rule 1	294 001
12	is assigned to an area that is removed from hostile fire or imminent danger area designation				
13	is absent from a designated hostile fire or imminent danger area for an entire		CHK HFP ( <u>code</u> ) ( <u>date</u> ) TO ( <u>date</u> )   ( <b>NOTE 3</b> )		236 001

**NOTE 1:** All HFP dates will be reported as an 8-byte date (YYYYMMDD).

**NOTE 2:** Report the actual start date. MCTFS will automatically convert the date to the first day of the month.

**NOTE 3:** The FROM date must be the actual date on which entitlement/non-entitlement begins. The TO date must be the actual date when entitlement/non-entitlement ends. MCTFS will automatically convert the TO date to the last day of the month.

**NOTE 4:** Notify the DFAS-KC (FBY) by message when the Marine was entitled to Hostile Fire Pay. Include the Marine's name and SSN, dates entitled to Hostile Fire Pay, and the date of death.

**NOTE 5:** Report the CRED HFP statement when there is no hospitalization. If the Marine is hospitalized, report the appropriate STRT HFP and STOP HFP statements.

**NOTE 6:** The date that the Marine was released from the hospital or the last day of the third month after the month in which the wound or injury occurred, whichever is earlier.

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## Section 8: HARDSHIP DUTY

### 90800. INTRODUCTION.

1. This Section pertains to Hardship Duty Pay and Hardship Duty Pay-Location. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
125 001 CHEK HDP_____TO_____	HQ REG RES	Y	Y
125 002 CHEK HDP-L_____TO_____	HQ REG RES	N	N
125 003 CRED HDP-L_____TO_____LOC_____	HQ REG RES	N	Y
125 004 CRED HDP_____TO_____	HQ REG RES	Y	Y
136 000 TO HDP ED_____	HQ REG	Y	Y
136 001 STRT HDP-L_____ED_____	HQ REG	N	Y
175 000 FR HDP ED_____	HQ REG	Y	Y
175 001 STOP HDP-L ED_____	HQ REG	N	Y

### 90801. HARDSHIP DUTY PAY-LOCATION (TTC 125/136/175)

1. Significant changes have been made to Hardship Duty Pay (HDP) (previously known as Foreign Duty Pay). HDP, which will be reportable until Dec. 31, 2001, is special pay in the amount of \$8 to \$22.50 per month, payable to enlisted Marines only. It is scheduled to be replaced by Hardship Duty Pay-Location (HDP-L), which is payable to all Marines, reserve and active duty, both officer and enlisted, at a rate of \$50, \$100, or \$150 per month depending upon geographic location. The Assistant Secretary of Defense for Force Manpower Policy designates the locations that qualify for HDP-L under Title 37, USC. Geographic tables and rates of HDP-L are updated by DFAS. Instructions concerning entitlement conditions are contained in the DoDFMR.

2. There are approximately 19 locations worldwide previously designated for HDP that will not be designated for the new HDP-L. These locations will have a transition/extension period under the old HDP rates and rules until Dec. 31, 2001. During the extension period, newly arriving personnel to these areas will be eligible for the old HDP. **Personnel officers will not take action on those Marines who were in receipt of the old HDP on Dec. 31, 2000.** These individuals will continue to receive HDP at the old rate until they PCS or until their location is authorized a new HDP-L rate. However, based on the fact that these locations will have a transition/extension period until Dec. 31, 2001, any Marine who reports to the location during calendar year 2001 should have the old HDP reported. This will be accomplished using TTC 136 000. For those Marines reporting to these locations on or after Jan. 1, 2002, there is no entitlement to the old HDP. After Dec. 31, 2001, those already in country will be grandfathered and TTC 136 001 should be reported on all new arrivals even if the HDP-L amount is \$0 at that time. This will automatically adjust the Marine's HDP-L amount if, at a later date, it is adjusted upward.

3. A Marine on permanent reassignment to the area is eligible for HDP-L at the established rate for the location from the day of arrival at the new permanent duty station. A Marine performing temporary duty in a designated area is **NOT** eligible for HDP-L during the first thirty days of consecutive service at a designated location. However, on the 31st day, HDP-L is payable to the member retroactively to the date of reporting for duty at the location. Members on duty in a designated area who leave the area for a temporary period of more than 30 consecutive days (regardless of reason) will have HDP-L terminated on the 31st day. HDP-L is subsequently restarted when the member is again assigned and performing duty in that same or another designated area (payable on the same basis as upon initial assignment in the area on a permanent or temporary basis). Entitlement to HDP-L upon permanent reassignment from the designated location will terminate the day the member departs the station (specific entitlement stop dates are specified in Chapter 17 of the DoDFMR, Volume 7a).

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4. Termination of HDP is reported as part of the UD statement; for example, reporting transfer, TAD, or appellate leave. It will require a TO and FROM entry when the Marine who is entitled to hardship duty pay enters into a status where entitlement temporarily ceases; for example, confinement or TAD. With the exception of appellate and administrative leave, TO and FROM entries will not be reported when the Marine who is entitled to HDP enters into a leave status. Any required checkage will be automatically generated when the ON LV statement is reported and processed.

- a. Use the following statement to start hardship duty pay (**HDP**):

TTC 136 000                      TO HDP ED \_\_\_\_\_  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑


- b. Use the following statement to stop hardship duty pay (**HDP**):

TTC 175 000                      FR HDP ED \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

**NOTE:** A member may not receive both hardship duty pay and career sea pay for the same period, per the DoDFMR. To start HDP, report TO HDP, with an ED of the day after the day career sea pay was terminated. To stop HDP, report FR HDP the day prior to the day career sea pay is to start.

- c. Use the following statement to retroactively credit a Marine's hardship duty pay (HDP):

TTC 125 004                      CRED HDP \_\_\_\_\_ TO \_\_\_\_\_ |

8-byte ED (YYYYMMDD) START      

8-byte ED (YYYYMMDD) STOP \_\_\_\_\_

**NOTE 1:** The period of entitlement being reported must equal or include dates previously or concurrently reported for that AD period.

- d. To check hardship duty pay (**HDP**) previously credited in error:

TTC 125 001                      CHEK HDP \_\_\_\_\_ TO \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ▲ \_\_\_\_\_ ▲

inclusive of checkage

5. Report Hardship Duty Pay-Location (**HDP-L**) as follows:

- a. To start HDP-L:

TTC 136 001                      STRT HDP-L    ED    |

9-byte country code \_\_\_\_\_ ↑

(refer to DFAS msg 261503Z Dec 00,  
labeled PAAN 73-00 and RPAAN 42-00)

8-byte effective date (YYYYMMDD) \_\_\_\_\_ ↑

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## b. To stop **HDP-L**:

TTC 175 001            STOP HDP-L ED \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

6. Termination of HDP-L is reported as part of the UD statement; for example, reporting transfer, TAD, or appellate leave. It will require a START and STOP entry when the Marine who is entitled to HDP-L enters into a status where entitlement temporarily ceases; for example, confinement or TAD. With the exception of appellate and administrative leave, START and STOP entries will not be reported when the Marine who is entitled to HDP-L enters into a leave status. Any required checkage will be automatically generated when the ON LV statement is reported and processed.

7. Credits and checkages must be dated greater than Jan. 1, 2001, or they will not process. In those instances where it is necessary to go back prior to Jan. 1, 2001, to effect a credit or checkage, utilize the TTC that was in place at that time. Report as follows:

## c. To credit **HDP-L**:

TTC 125 003            CRED HDP-L \_\_\_\_\_ TO \_\_\_\_\_ LOC \_\_\_\_\_ |  
 8-byte dates (YYYYMMDD) \_\_\_\_\_ ↑            ↑

## d. To check **HDP-L**:

TTC 125 002            CHEK HDP-L \_\_\_\_\_ TO \_\_\_\_\_ |  
 8-byte dates (YYYYMMDD) \_\_\_\_\_ ↑            ↑

**EXAMPLE:** If it is determined that an individual should be checked HDP for the period of 20001226 - 20010109 (i.e., a member may have been TAD away from the HDP-L area in excess of 30 days) report the following entries:

TTC 125 001    CHEK HDP 20001226 TO 20001231

TTC 125 002    CHEK HDP-L 20010101 TO 20010109

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TABLE 9-13--HARDSHIP DUTY PAY-LOCATION/CONDITIONS OF ENTITLEMENT				
R U L E	A	B	C	D
	When an enlisted Marine	and	the UD entry is	TTC
1	Arrives at permanent duty station in HDP-L area		STRT HDP-L ED _____   (NOTES 1, 2)	136 001
2	Departs PCS from HDP-L duty station		STOP HDP-L ED _____   (NOTES 1, 3)	175 001
3	Is permanently assigned in an HDP-L location	is hospitalized, on operational flight, or TAD at a non-designated place for 31 days or more	STOP HDP-L ED _____   (NOTES 1, 4)	175 001
4		returns to designated place	STRT HDP-L ED _____   (NOTES 1, 4)	136 001
5	Is confined awaiting action of higher authority, court-martial, or serving sentence		STOP HDP-L ED _____   (NOTES 1, 5)	175 001
6		is acquitted, charges dismissed	STRT HDP-L ED _____   (NOTES 1, 6)	136 001
7		sentence complete	STRT HDP-L ED _____   (NOTES 1, 7)	136 001
8	Is assigned to and serving on a ship whose primary mission is accomplished in port, and the ship is homeported	is not entitled to career sea pay	STRT HDP-L ED _____   (NOTES 1, 8)	136 001
9	Is TAD excess at a designated HDP-L area from a non-designated area		STRT HDP-L ED _____   (NOTES 1, 2)	136 001

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TABLE 9-13.--CONTINUED--HARDSHIP DUTY PAY-LOCATION - CONDITIONS OF ENTITLEMENT

R U L E	A	B	C	D
	When an enlisted Marine	And	the UD entry is	TTC
10	Terminates TAD excess at an HDP-L duty station and returns to a non-designated area		STOP HDP-L ED_____  (NOTES 1, 3)	175 001
11	Is TAD non-excess at a designated HDP-L area from a non-designated area	the TAD is for a continuous period of 30 days or longer, including the date of arrival and date of departure	CRED HDP-L____TO_____  (NOTES 1, 9)	125 003
12	Has been erroneously paid HDP-L	rates checkage	CHEK HDP-L____TO_____  (NOTE 1)	125 002

**NOTE 1:** This table does not apply to HDP. Please refer to Section 8 for reporting information pertaining to HDP.

**NOTE 2:** Starts on day of arrival for duty or if already at place designated a hardship duty area, the pay starts on the date of designation.

**NOTE 3:** Continues through date of departure.

**NOTE 4:** Stop on 31st day and start on date of return.

**NOTE 5:** Stop on day before date of confinement.

**NOTE 6:** Accrues retroactive to first day of confinement.

**NOTE 7:** Start on date of release from confinement.

**NOTE 8:** Start from date of reporting to the ship. When a ship's homeport is first assigned or changed, HDP-L accrues from the date of the ship's arrival at the homeport which qualifies the Marine to HDP-L, and terminates on the date of the ship's departure for a new homeport. Continuation and termination of HDP-L under this rule is otherwise subject to the conditions of entitlement in Rules 3-8, above.

**NOTE 9:** HDP-L for TAD nonexcess is reported by the Marine's parent unit after the TAD is completed.

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## Section 9: FOREIGN LANGUAGE

### 90900. INTRODUCTION

1. The different categories of this Section are those items that pertain to Foreign Language Pay. Detailed reporting information is indicated in the following paragraphs.

Diary input authority is indicated for HQ, Reg or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
206 001 LPT LIS READ SOURCE EFF	HQ REG	N	N
206 002 DLPT2 LIS READ SOURCE EFF	HQ REG	N	N
206 003 DLPT3 LIS READ SPEAK SOURCE EFF	HQ	N	N
206 004 DLPT4 LIS READ SPEAK SOURCE EFF	HQ	N	N
206 005 SP LANG SOURCE ED	HQ REG RES	N	N
206 008 CDE RATE SOURCE EFF	HQ	N	N
206 009 SCHOOL LIS READ SPEAK SOURCE EFF	HQ	N	N
207 001 TYPE LPT DELETE	HQ REG	N	N
207 002 TYPE DLPT2 DELETE	HQ REG	N	N
207 003 TYPE DLPT3 DELETE	HQ REG	N	N
207 004 TYPE DLPT4 DELETE	HQ	N	N
207 005 SP LANG DELETE	HQ REG RES	N	N
207 008 TYPE CDE DELETE	HQ	N	N
207 009 TYPE SCHOOL LANG DELETE	HQ	N	N
260 000 START FLPP LANG AMT FROM TO	HQ	N	N
261 000 STOP FLPP LANG AMT FROM TO	HQ	N	N

### 90901. FOREIGN LANGUAGE PROFICIENCY PAY (FLPP).

1. Entitlement to FLPP is generated by the processing of Foreign Language Proficiency Scores (FLP's), input by the Testing Centers or CMC (MP-50). Marines must also be in a primary MOS in occupation fields 26 (less 2600) or, 02 (less 0200) or maintain an additional MOS of 0204, 0210, 0250, 2643, 8611, or 9940 through 9949. The CMC (IOP) is to be notified if a Marine's FLPP does not commence after the normal processing of FLP's. FLPP is only payable to Marines who have a skill level of 2/2 or above in a language designated by MCO 7220.52 and who are in FLPP eligible MOS's. Report as follows:

TTC 260 000 START FLPP LANG AMT FROM TO |

2-byte Foreign Language code from MCO P1080.20

3-byte amount

8-byte FROM/TO date (YYYYMMDD)

or

TTC 261 000 STOP FLPP LANG AMT FROM TO |

2-byte Foreign Language code from MCO P1080.20

3-byte amount

8-byte FROM/TO date (YYYYMMDD)

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2. Marines who claim proficiency in some foreign languages may have that documented in MCTFS without taking a Foreign Language Proficiency test. Refer to paragraph below for guidance in UD reporting of Self Professed Language Skills.

## 90902. SELF PROFESSED LANGUAGE SKILLS (TTC 206)

1. Marines who claim proficiency in some foreign languages may have that documented in MCTFS without taking a Foreign Language Proficiency Test. Self professed Language skills do not entitle the Marine to Foreign Language Proficiency Pay (FLPP). A maximum of four self-professed language codes may be displayed in the Marine's service record. If a fifth self professed language is reported, it will overlay the first self professed language in the record

3. Use the following statement to report a self professed Language Skill code contained in MCO P1080.20.

```
TTC 206 005      SP LANG _____ SOURCE _____ ED _____ |
2-byte Foreign Language code from MCO P1080.20  |
1-byte source code from below  |
8-byte ED (YYYYMMDD)  |
```

### Foreign Language Source Codes

A - Civilian school course  
 B - Defense Language Institute  
 C - Foreign residence  
 D - Home environment  
 E - Military school other than the Defense Language Institute  
 F - Self-study  
 X - Other  
 Z - Unknown

4. To delete a Self Professed Language Skill Code report as follows:

```
TTC 207 005      SP LANG DELETE _____ |
2-byte Foreign Language code from MCO P1080.20  |
```

5. The following foreign languages **may not** be reported in MCTFS as Self-Professed Languages. Proficiency in these languages must be verified through a Foreign Language Proficiency Test and entered by CMC (MP-50).

ALBANIAN	AB	GREEK	GR	PORTUGUESE BRAZILIAN	PQ
ARABIC	AD	HEBREW, MODERN	HE	RUMANIAN	RQ
(MODERN STANDARD)					
BULGARIAN	BU	HUNGARIAN	HU	RUSSIAN	RU
BURMESE	BY	ICELANDIC	JC	SERBO-CROATION	SC
CAMBODIAN	CA	INDONESIAN	JN	SLOVENIAN	SL
CHINESE AMOY	YD	ITALIAN	JT	SPANISH	QB
CHINESE CANTONESE	CC	JAPANESE	JA	SWAHILI	SW
CHINESE MANDARIN	CM	KOREAN	KP	SWEDISH	SY
CZECH	CX	LITHUANIAN	LT	TAGALOG	TA
DANISH	DA	LAO	LC	THAI	TH
DUTCH/FLEMISH	DU	NORWEGIAN	NR	TURKISH	TU
FINNISH	FJ	PERSIAN	PF	UKRANIAN	UK
FRENCH	FR	POLISH	PL	VIETNAMESE	VN
GERMAN	GM	PORTUGUESE EUROPEAN	PT	YIDDISH	YJ



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## 90903. CRYPTOLOGICAL DIAGNOSTIC EXAMINATION (CDE).

1. The Cryptological Diagnostic Examination is an alternate test that can be administered in lieu of the LPT, DLPT II and DLPT III to determine proficiency in a specific foreign language. Headquarters only can make authorized changes.

2. Use the following statement to report CDE results:

TTC 206 008      CDE    RATE    SOURCE    EFF    |

2-byte A/N  
Foreign Language code  
from MCO P1080.20      ↑

1-byte "L" rating      ↑

1-byte source code      ↑

8-byte ED (YYYYMMDD) of test      ↑

3. Use the following statement to delete CDE results:

TTC 207 008      TYPE CDE DELETE    |

8- byte DOA  
(YYYYMMDD)      ↑

2-byte A/N Foreign Language  
code from MCO P1080.20      ↑

**NOTE:** If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 19980801. In all other cases report the full date of the test.

## 90904. DEFENSE LANGUAGE PROFICIENCY TEST II (DLPT II)

1. The DLPT II is administered to determine proficiency in a specific foreign language. Headquarters only can make authorized changes.

2. Use the following statement to report DLPT II scores:

TTC 206 002      DLPT2    LIS    READ    SOURCE    EFF    | (CMC (MA))

2-byte A/N  
Foreign Language code  
from MCO P1080.20      ↑

2-byte "RAW" test score (part 1),  
if less than 10 precede with a zero      ↑

2-byte "RAW" test score (part 2),  
If less than 10 precede with a zero      ↑

1-byte source code      ↑

8-byte ED (YYYYMMDD) of test      ↑

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3. Use the following statement to delete DLPT II scores:

TTC 207 002      \_\_\_\_\_ TYPE DLPT2 DELETE \_\_\_\_\_ |  
 8-byte DOA (YYYYMMDD)      ↑      ↑  
 2-byte A/N Foreign Language  
 code from MCO P1080.20      ↑

**NOTE:** If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 19980801. In all other cases report the full date of the test.

90905. DEFENSE LANGUAGE PROFICIENCY TEST III (DLPT III)

1. The DLPT III is administered to determine proficiency in a specific foreign language. Headquarters only can make authorized changes.

2. Use the following statement to report DLPT III scores:

TTC 206 003      DLPT3 \_\_\_\_\_ LIS \_\_\_\_\_ READ \_\_\_\_\_ SPEAK \_\_\_\_\_ SOURCE \_\_\_\_\_ EFF \_\_\_\_\_ | (MA)  
 1-byte Alpha test form      ↑      ↑      ↑      ↑      ↑      ↑      ↑  
 ID (must be A, B, C, D,      ↑  
 W, X, Y, OR Z)      ↑  
 2-byte A/N  
 Foreign Language code      ↑  
 2-byte A/N listening  
 skill level      ↑  
 2-byte A/N reading skill level      ↑  
 2-byte A/N speaking level      ↑  
 1-byte source code      ↑  
 8-byte ED (YYYYMMDD) of test      ↑

3. The following statement will be used to delete DLPT III scores:

TTC 207 003      \_\_\_\_\_ TYPE DLPT3 \_\_\_\_\_ DELETE \_\_\_\_\_ |  
 8-byte ED (YYYYMMDD)      ↑      ↑      ↑  
 1-byte Alpha Test Form ID (must be  
 A, B, C, D, W, X, Y, or Z)      ↑  
 2-byte A/N foreign language code      ↑

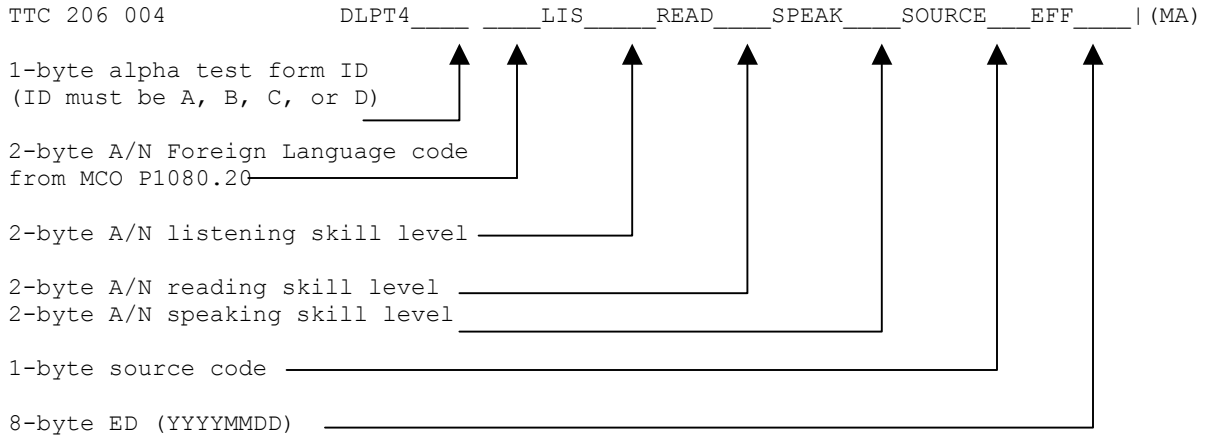
**NOTE:** If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 19980801. In all other cases report the full date of the test.

90906. DEFENSE LANGUAGE PROFICIENCY TEST IV (DLPT IV).

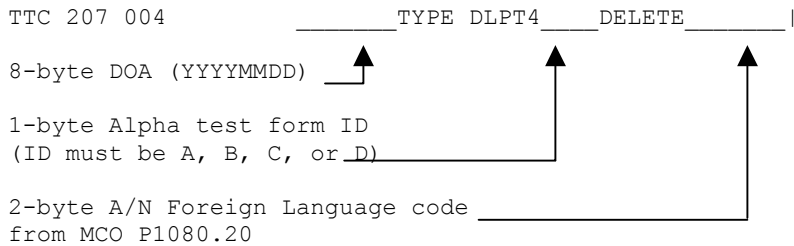
1. The DLPT IV is administered to determine proficiency in a specific foreign language. Headquarters only can make authorized changes.

2. Use the following statement to report DLPT IV skill levels:

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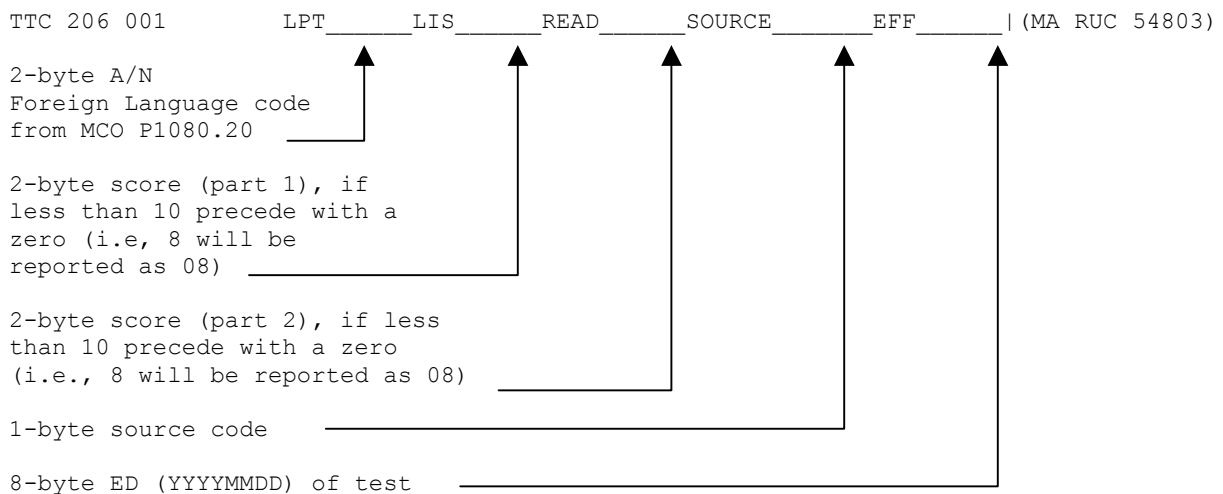


3. To delete DLPT IV skill levels report as follows:



## 90907. LANGUAGE PROFICIENCY TEST (LPT).

1. The LPT is administered to determine proficiency in a specific foreign language.
2. Foreign Language Codes are contained in MCO P1080.20. The abbreviations "ST" for "School Trained" and "IN" for "Interview" may also be entered in lieu of scores. When used both part 1 and part 2 must contain the same data. Headquarters only can make authorized changes.  
Report as follows:



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5. To delete LPT scores report as follows:

```
TTC 207 001      TYPE LPT DELETE |
8-byte DOA (YYYYMMDD)  ↑
2-byte A/N Foreign
Language code from MCO P1080.20  ↑
```

**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01 (i.e., 19980801). In all other cases report the date of the test.

90908. SCHOOL ENTRY.

The school entry is used to report results from a foreign language test that is not supported in MCTFS. Authorized changes to this data element is controlled by HQMC.

1. To report a school entry report as follows:

```
TTC 206 009      SCHOOL LIS READ SPEAK SOURCE EFF | (MA RUC 54803)
2-byte A/N Foreign
Language code from
MCO P1080.20      ↑
2-byte listening skill level  ↑
2-byte reading level  ↑
2-byte speaking level, if no speaking
level enter '99'  ↑
1-byte source code  ↑
8-byte ED (YYYYMMDD) of test  ↑
```

2. To delete a school entry report as follows:

```
TTC 207 009      TYPE SCHOOL LANG DELETE |
8-byte ED (YYYYMMDD)  ↑
2-byte A/N Foreign Language
code from MCO P1080.20  ↑
```

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## Section 10: DEPLOYED PER DIEM/PERSONNEL TEMPO

### 91000. INTRODUCTION

1. The different categories of this Section are those items that pertain to Deployed Per Diem/PersTempo. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
002 000 ARR INDIV LOC ____	REG	N	N
*033 003 ON DEPLOY RUC ____FR ____TO ____LOC ____	HQ REG RES	N	N
*033 004 DEL DEPLOY FR ____TO ____	HQ REG	N	N
323 000 START PERS TEMPO BRANCH M RUC ____FROM DATE ____TO DATE ____TYPE ____	HQ REG	Y	Y
323 001 START PERS TEMPO BRANCH RUC ____FROM DATE ____TO DATE ____TYPE ____	HQ REG	Y	Y
323 002 STOP PERS TEMPO ED ____	HQ REG	Y	Y
323 003 CRED PERS TEMPO BRANCH M RUC ____FROM DATE ____TO DATE ____TYPE ____	HQ REG RES	N	N
323 004 CRED PERS TEMPO BRANCH RUC ____FROM DATE ____TO DATE ____TYPE ____	HQ REG RES	N	N
323 005 CHECK PERS TEMPO FROM DATE ____TO DATE ____	HQ REG RES	N	N
323 006 CHANGE PERS TEMPO BRANCH M RUC ____FROM DATE ____TO DATE ____TYPE ____	HQ REG	N	Y
323 007 CHANGE PERS TEMPO BRANCH RUC ____FROM DATE ____TO DATE ____TYPE ____	HQ REG	N	Y
327 000 STRT DEPLOYED PER DIEM ( ) ED ____	HQ REG	Y	Y
328 000 STOP DEPLOYED PER DIEM ED ____	HQ REG	Y	Y
331 000 CRED DEPLOYED PER DIEM ____FR ____TO ____	REG	Y	Y
332 000 CHEK DEPLOYED PER DIEM FR ____TO ____	REG	Y	Y
422 000 DEPLOY STAT ____DRD ____	HQ REG	N	N
438 000 STRT PERSTEMPO PER DIEM ____	HQ REG RES	N	Y
438 001 STOP PERSTEMPO PER DIEM ____	HQ REG RES	N	Y
438 002 CRED PERSTEMPO PER DIEM ____TO ____	HQ REG RES	N	Y
478 000 RUC ____WILL DEPLOY TO SDPI ____DSSN ____	HQ REG RES	N	N

\* Deleted after 2 Jan 01.

### 91001. PERSONNEL TEMPO TRACKING. (TTC 323/438).

1. The National Defense Authorization Act (NDAA) for FY 2000 requires that effective 1 Oct 2000 all services track and monitor the days that each service member is either deployed or otherwise performing duties that prevent that individual from returning to his or her normal billeting area during periods of authorized liberty. This process is referred to as Personnel Tempo (PersTempo) tracking. For PersTempo there are two general types of events that are tracked, 'deployment' and 'non-deployment'. These two general types are subdivided into over 20 subtypes that are identified by use of a three-byte code. These codes are listed in Figure 9-1. In addition, the NDAA requires general officer approval to keep a Marine deployed 182 or more days out of any 365 consecutive day period. When a Marine is deployed for 220 or more days out of any 365 consecutive day period, further deployment requires the approval of an officer serving in the grade of general. This information will eventually be used to substantiate entitlement to a new high deployment per diem beginning in FY-02.

2. Under the law for FY 2001, Marines are eligible to receive High Deployment Per Diem when deployed 401 days of the prior 730 days, vice the previous rule based on 251 days of the prior 365 days. The date that 182, 220, or 251 of the prior 365 days or 401 of the prior 730 days is reached is referred to as a 'gate' for the purposes of MCTFS.

a. PersTempo Deployments. For the purposes of PersTempo a Marine is considered 'deployed' when, subject to orders, that individual is performing duties at a location other than his/her permanent duty station or, if assigned to a ship or vessel, the local operating

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area of that ship or vessel. Exceptions: A Marine is not deployed when performing service as a student or trainee at a school or being confined as a result of disciplinary action regardless of location. Reservists who are in an inactive duty status (e.g. drill) or are performing active duty (ADSW, AT, etc.) at their home training center or within 100 miles of their residence are not considered "deployed". Reservist issued PCS/PCA orders to active duty will be deployed from the new PDS without regard to the HTC or permanent residence address. All PersTempo deployments are coded in MCTFS beginning with the letter 'D'.

b. PersTempo Non-deployments. For the purposes of PersTempo, a Marine (including a drilling reservist) is considered to be in a 'Non-deployment' status on any date that a Marine is not deployed as defined above, and is not allowed to return to his or her residence or billeting area at his or her permanent duty station during normal liberty periods due to the performance of military duties. PersTempo Non-deployments are coded in MCTFS beginning with the letter 'N'.

**NOTE:** Per MARADMIN 035/01, reporting of PersTempo Non-deployments (type code beginning with N) is optional and are not counted for the purposes of reaching gates.

c. Humanitarian Attachments will be treated as permissive TAD (PTAD) and no PersTempo will be reported.

**NOTE:** PersTempo Events, regardless of type, may not begin and end on the same date. However, only nights away from the billeting area or residence at the PDS are creditable for the purposes of PersTempo. (EXAMPLE: A Marine who departs on deployment 20001001 and returns on 20001002 will be given one days credit for PersTempo performed on 20001001.) Duties performed as a result of voluntary acceptance of permissive TAD orders are not considered PersTempo events and will not be reported under this section.

d. When a Marine begins a period of duty that falls under the PersTempo tracking requirement report the following:

TTC 323 000	START	PERS	TEMPO	BRANCH	M	RUC	FROM DATE	TO DATE	TYPE	
8 Byte DOA (YYYYMMDD)	↑					↑	↑	↑	↑	↑
5 byte RUC	↑									
8 byte PersTempo begin date (YYYYMMDD)	↑									
8 byte projected PersTempo completion date (YYYYMMDD)	↑									
3 byte PersTempo Type Code	↑									

**NOTE 1:** The RUC reported in this transaction will be the RUC of the unit that the PersTempo event is performed with. This does not have to be a RUC to which a Marine is joined or attached.

**NOTE 2:** Sequences 000, 003 or 006 may be used for PersTempo reporting for "non-Marine Corps personnel" who are supporting Marine Corps units (first byte of SSN is equal to 'A' thru 'Z'). Any sequence of TTC 323 can be reported if SSN (byte 1) is equal to '0' (zero).

**NOTE 3:** When a START transaction is reported, and the first byte of the TYPE code is equal to 'D' (i.e. DAA, DAB, etc.), and the member's Pay Status Code is equal to 03100, 03110, 03200, 03220, 03120, 03210, 03211, 03300 (Confinement), 02200 (IHCA), 02300 (IHFA), 02100 (UA) or 02600 (sick misconduct), the transaction will fail.

(1) Sequence 000 will only be used to report a 'START' when the PersTempo event is being performed with a Marine Corps Unit. The 'BRANCH M' within the transaction indicates that the duty was performed with a Marine Corps unit.

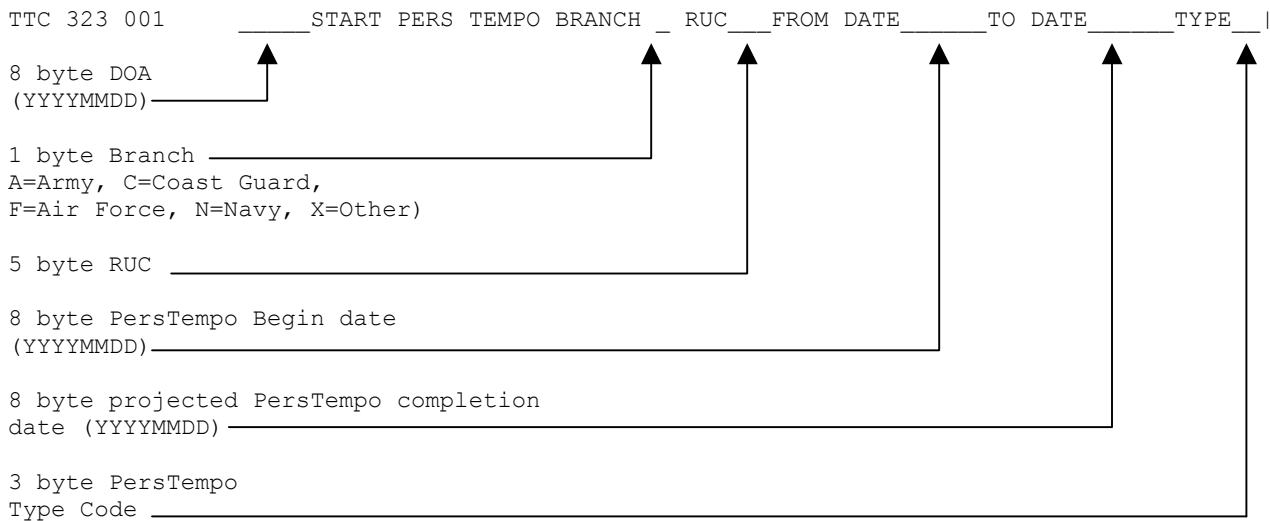
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(2) The reported FROM DATE will be the first day of the PersTempo event. For a deployment this will be the date the Marine departs the PDS. For a non-deployment event this will be the first day the Marine is not permitted to return to his or her normal billeting area or residence at their PDS.

(3) The reported TO DATE will be the date the Marine is projected to return to his or her permanent duty station even if several PersTempo type changes are anticipated during the planned deployment. Exception: If the Marine will be attending a formal school after the PersTempo deployment ends, but prior to returning to the PDS, report the date the school begins as the TO DATE. In the case of PersTempo non-deployments, the reported TO DATE will be the day the Marine will be free to return to his or her normal billeting area or residence at the PDS once normal liberty commences.

(4) The three-byte PersTempo type code represents the type of PersTempo event being performed. The codes and descriptions are listed in Figure 9-1.

d. When the PersTempo event is performed with a non-Marine Corps unit, report the following:



e. This transaction can be reported as an individual entry, a group entry or as an event entry.

(1) The RUC reported in the above transaction must be the UIC or other identifier used by another branch of service to identify the unit with which the PersTempo event was performed. In the event that no identifier is assigned to that non-Marine Corps organization, report '00000'. This does not have to be the RUC of a unit that the Marine is joined or attached to.

(2) The reported FROM DATE will be the first day of the PersTempo event. For a deployment this will be the date the Marine departs the PDS. For a non-deployment event this will be the first day the Marine is not permitted to return to his or her normal billeting area or residence at their PDS.

(3) The reported TO DATE will be the date the Marine is projected to return to his or her permanent duty station even if several PersTempo type changes are anticipated during the planned deployment. Exception: If the Marine will be attending a formal school after the PersTempo deployment ends, but prior to returning to the PDS, report the date the school begins as the TO DATE. In the case of PersTempo non-deployments, the reported TO DATE will be the day the Marine will be free to return to his or her normal billeting area or residence at the PDS once normal liberty commences.

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(4) The above START transactions will fail if there is an open PERS TEMPO TRACK 112 REMARK on file. In the event there is an open PersTempo event on file the unit will need to determine if a STOP, CHANGE, or other transaction should be reported to correct the 112 remark. A STOP will be reported if the Marine had returned to the PDS after completing an earlier PersTempo event and then the START may be reported. A CHANGE will be reported if the Marine was extended as part of an ongoing deployment and has not returned to the PDS, a change in the type code is necessary or due to assignment to a different unit during the PersTempo event.

(5) If there is no open PERS TEMPO TRACK 112 REMARK when a START transaction is reported, and all edits are passed, a new 112 Remark will be built. As the new 112 remark is built, and when the reported type code is for a PersTempo deployment (types that begin with the letter 'D'), MCTFS will determine if the Marine will accumulate 182, 220, or 251 deployed days out of the prior 365 days, or 401 days out of the prior 730 days during the reported period. If any of these gates will be reached during the projected deployment, the date for reaching each gate will be posted to the 112 remark. If, upon departure from the PDS, previously accumulated deployment days place the Marine at or ahead of any given gate, the reported FROM DATE will be posted to the 112 remark for that gate. **(EXAMPLE:** If the Marine already has 290 deployed days on file for the 365 days prior to the beginning of the new deployment, the first day of the new deployment would be posted to all three gates of the new remark.) Any gate that will not be reached during the projected period will have zeros posted to the 112 remark for that gate. All gate information will be zero filled when the reported type code is for a period of non-deployment.

f. Once a started PersTempo event is completed, report the following:

TTC 323 002	STOP PERS TEMPO ED	
8 byte DOA (YYYYMMDD)	↑	↑
8 byte ED of Stop PersTempo (YYYYMMDD)		

**NOTE:** This transaction can be reported as an individual entry, a group entry or an event entry.

g. A STOP transaction will fail if there is no open PERS TEMPO TRACK 112 REMARK. If an open remark is found, and various date edits are passed, the open remark will be closed. The date posted to the 112 remark as the "LAST ACTUAL DATE OF RETURN" will be the reported effective date minus one day. On the reported effective date it is expected that the Marine will be allowed to return to his or her normal billeting area once liberty commences and no credit for PersTempo will exist for that day.

h. To report PersTempo events of less than four days duration, for all reserve diary reporting of PersTempo, and to report periods that have ended prior to a START transaction being reported, use the following:

TTC 323 003	CRED PERS TEMPO BRANCH M RUC	FROM DATE	TO DATE	TYPE	
8 byte DOA (YYYYMMDD)	↑	↑	↑	↑	↑
5 byte RUC					
8 byte PersTempo Begin date (YYYYMMDD)					
8 byte PersTempo last credited day (YYYYMMDD)					
3 byte PersTempo Type Code					



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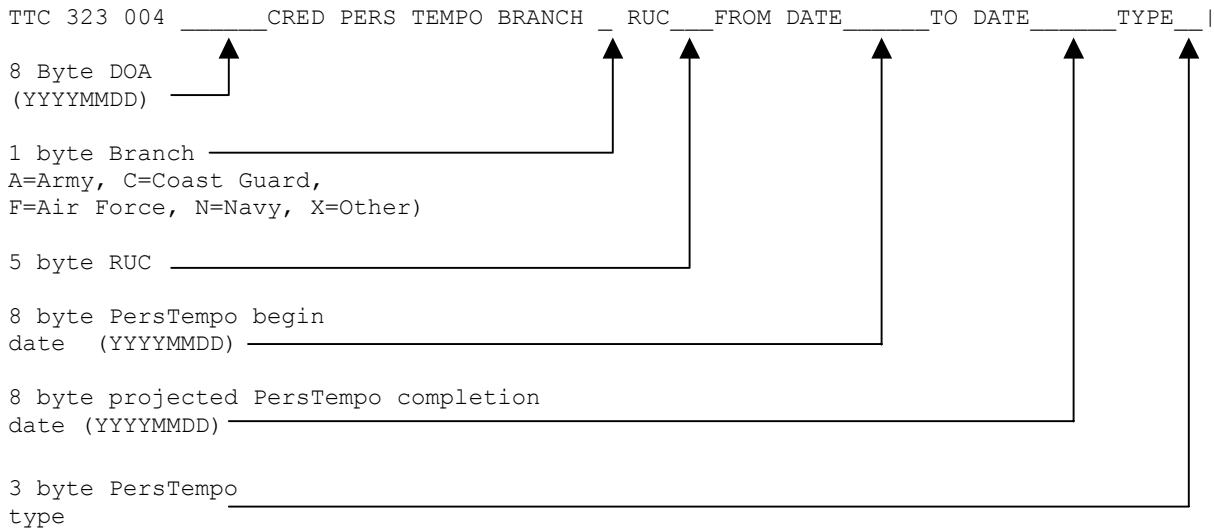
**NOTE:** To remove an erroneous credit, report a check as described below. This transaction can be reported as an individual entry, a group entry or as an event entry, and can be reported on 'Other Service Personnel' who are supporting Marine Corps units.

(1) This sequence will be used to report short duration periods of deployment on members serving with Marine Corps Units. The 'BRANCH M' within the transaction indicates 'Marine Corps' unit. The reported RUC will be that of the Marine Corps unit that the PersTempo event was served with. This does not have to be a unit to which the Marine is joined or attached to.

(2) The reported FROM DATE will be the first day of the PersTempo event. For a deployment this will be the date the Marine departs the PDS. For a non-deployment event this will be the first day the Marine is not permitted to return to his or her normal billeting area or residence at their PDS.

(3) The TO DATE is the last day the Marine was not permitted to return to his or her normal billeting area or residence at the PDS. **For a deployment this will be the day prior to the date of return to the PDS.** This date will post to the 112 remark as the "ESTM DATE OF RETURN". **EXAMPLE:** A Marine stands duty at the PDS from 0730, 20001005 to 0730, 20001006 (1 night) the period reported using this transaction would be ...FROM DATE 20001005 TO DATE 20001005 TYPE NGZ.

i. When a PersTempo event was served with another branch of service report the following:



**NOTE:** To remove an erroneous credit, report a check as described below. This transaction can be reported as an individual entry, a group entry or as an event entry, and can be reported on 'Other Service Personnel'.

(1) This sequence will be used to report a CREDIT on members serving with units of another Branch of Service. The reported RUC will be the UIC or other unit identifier of the other services RUC. In case the other service has no unit identifier, or if the PersTempo was performed in support of a civilian organization that has no unit identifier, report 00000.

(2) The reported FROM DATE will be the first day of the PersTempo event. For a deployment this will be the date the Marine departs the PDS. For a non-deployment event this will be the first day the Marine is not permitted to return to his or her normal billeting area or residence at their PDS.

(3) The TO DATE is the last day the Marine was not permitted to return to his or her PDS normal billeting area or residence. **For a deployment this will be the day prior to the**

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**date of return to the PDS.** This date will post to the 112 remark as the "ESTM DATE OF RETURN".

(4) Marines on active duty must be in a valid pay status for the above transactions to post.

j. To remove erroneous periods of PersTempo credit from the 112 remark, report a CHECK Personnel Tempo transaction as follows:

TTC 323 005	CHECK PERS TEMPO FROM DATE	TO DATE		
8 byte DOA (YYYYMMDD)	↑	↑	↑	
8 byte first day of period being removed from MCTFS date (YYYYMMDD)				
8 byte last day of period being removed from MCTFS				

**NOTE:** To remove an erroneous CHECK, report a credit as described above.

k. When the PersTempo type or unit changes during a deployment, and the Marine has not returned to his or her permanent duty station report the following:

TTC 323 006	CHANGE PERS TEMPO BRANCH M RUC	FROM DATE	TO DATE	TYPE	
8 byte DOA (YYYYMMDD)	↑	↑	↑	↑	↑
5 byte RUC					
8 byte ED of change PersTempo (YYYYMMDD)					
8 byte projected date of return (YYYYMMDD)					
3 byte PersTempo type code					

**NOTE:** This transaction can be reported as an individual entry, a group entry or as an event entry, and can be reported on "Other Service Personnel" who are supporting Marine Corps units.

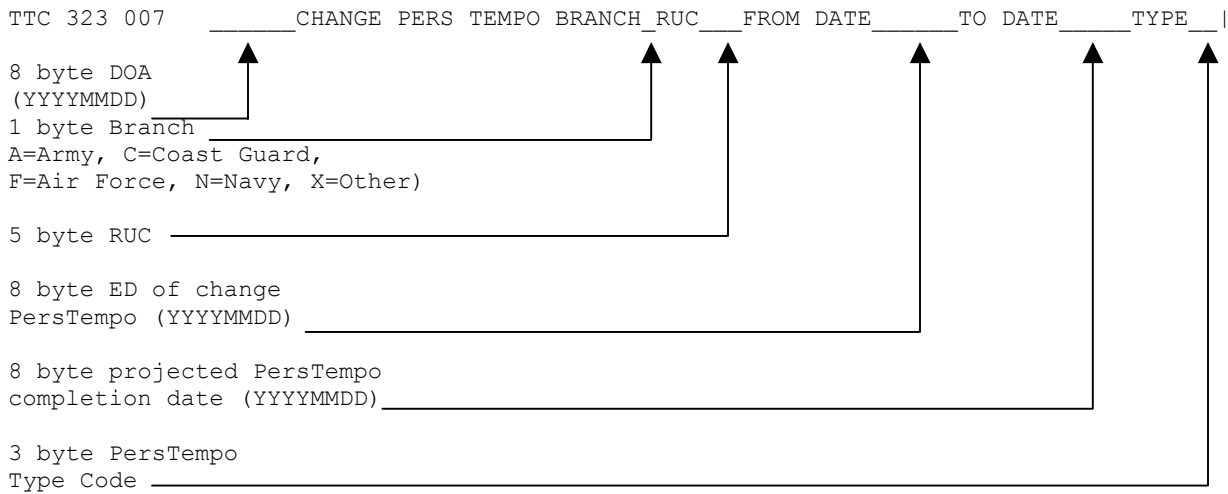
(1) The reported TO DATE will be the date the Marine is projected to return to his or her permanent duty station even if several PersTempo type changes are anticipated during the planned deployment. Exception: If the Marine will be attending a formal school after the PersTempo deployment ends, but prior to returning to the PDS, report the date the school begins as the TO DATE. In the case of PersTempo non-deployments the reported TO DATE will be the day the Marine will be free to return to his or her billeting area or residence at their PDS once normal liberty commences.

(2) This sequence will be used to report a CHANGE on members serving with Marine Corps Units. The BRANCH 'M' within the transaction indicates "Marine Corps" unit.

(3) When the above change transaction is processed, the currently open 112 remark will be closed. The "ESTM DATE OF RETURN" on the existing remark will be posted with the reported FROM DATE minus one day. A new 112 remark will be opened using the information reported in the above transactions.

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1. When a CHANGE occurs and the Marine is serving with a non-Marine Corps unit, report as follows:



**NOTE:** This transaction can be reported as an individual entry, a group entry or as an event entry.

(1) The reported TO DATE will be the date the Marine is projected to return to his or her permanent duty station even if several PersTempo type changes are anticipated during the planned deployment. Exception: If the Marine will be attending a formal school after the PersTempo deployment ends, but prior to returning to the PDS, report the date the school begins as the TO DATE. In the case of PersTempo non-deployments the reported TO DATE will be the day the Marine will be free to return to his or her billeting area or residence at the PDS once normal liberty commences.

(2) When the above change transaction is processed, the currently open 112 remark will be closed. The ACTUAL DATE OF RETURN on the existing remark will be posted with the reported FROM DATE minus one day. A new 112 remark will be opened using the information reported in the above transactions.

m. If a START, CREDIT, CHECK or CHANGE transaction is reported, the START DATE cannot be before 1 October 2000. Deployments and other activities occurring before 1 Oct 00 have no bearing on PersTempo and shall not be reported as PersTempo. Certain deployments prior to 1 Oct 00 may need to be reported using TTC 033. Refer to the MCTFSPRIM and PAA 09-00 for further details.

n. There is a summary view of "PERS TEMPO TRACK 112 RMK" on MCTFS (i.e. S112). All sequences of this remark will be retained for six years.

o. Valid Personnel Tempo TYPE codes and a detailed definition of each code can be found on Figure 9-1. The ADT FLAG on this table indicates that the PersTempo deployment does or does not count towards updating the Marines OCD ('Y' = Yes, 'N' = No).

p. The MCTFS TOUR Screen (Page 03) includes three fields titled "365 DEPLOYED TOTAL DAY QUANTITY", "730 DEPLOYED TOTAL DAY QUANTITY" and "DEPLOYED CALCULATION DATE". These fields will indicate how many deployed days (type codes that begin with 'D' on Figure 9-1) the Marine has accumulated during the 365 day or 730 day period ending on the calculation date according to the PERSTEMPO TRACK 112 REMARK. This information can be used for pre-deployment planning purposes to identify Marines who may reach a gate during a planned deployment. If it looks like the Marine will reach a gate during a proposed deployment, the commander may more closely examine the individuals record using the tools described below. These fields will be updated twice each month and whenever any sequence of TTC 323 is reported.

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q. A report titled "PERSONNEL TEMPO REPORT" which will be accessible through the MCTFS Unit Reports Sub-Menu (option 1). This report will contain a summary of the members PersTempo deployment information located on the PERS TEMPO TRACK 112 REMARK. This report will only be generated on member's that currently have an open PERS TEMPO TRACK 112 REMARK where the first byte of the TYPE code is equal to 'D' (i.e. DAA, DAD, etc.). This report may be extracted by RUC or multiple SSNs. Additionally, parameters at the Company Code and Platoon levels are available to minimize record selection within a RUC. The intent of this report is to allow the commander to view the PersTempo status of currently deployed Marines. It will allow the commander to see when general officer permission may be required and to check for future entitlement to PersTempo related per diem.

r. COMPUTATION OF CURRENT DEPLOYMENT ON MCTFS and COMPUTATION OF PLANNED DEPLOYMENT. These two screens will be accessible through the MCTFS Main Menu Screen (DEPL - DEPLOYMENT COMPUTATION). This sub-menu allows the user to create two deployment computation reports for display and/or print.

(1) If option 1 or 2 is selected, the user must enter the members 'SSN' and the 'Computation Date'. The computation of the members current deployment totals based on the effective date the user has reported will be calculated.

(2) The first fifteen days on this report will be the dates prior to the input Computation Date, and the actual amount of days the member has been deployed on each of the dates. Dates 16 through 30 would be the dates coming up for the next two weeks and the projected amount of days the member has been deployed for each of the dates. This screen will indicate what days general officer approval was or will be required for that individual to remain deployed, and to eventually verify entitlement to PersTempo related per diem, and project future approvals/entitlements to help in identifying how close a member is to the need for approval for the 182<sup>nd</sup>, 220<sup>th</sup>, 251<sup>st</sup> or 401<sup>st</sup> Gate dates.

(3) This option may be used to look at any date to determine what the deployment totals were around the date selected making it useful for audit purposes if a Marine later questions his or her total deployed days around a given date. If option 3 is selected, the user must enter the members 'SSN', the 'Planned Start Date' and the 'Projected Number of Days'. The computation of the members planned deployment based on the effective date the user has reported, will be calculated.

(4) This screen will give commanders an opportunity to plan deployments in cases where members are close to reaching their 182<sup>nd</sup>, 220<sup>th</sup>, 251<sup>st</sup> or 401<sup>st</sup> day of PersTempo Deployment.

91002. PERSONNEL TEMPO PER DIEM ALLOWANCE (PERSTEMPO PER DIEM) (TTC 438).

1. A PersTempo Per Diem (992 remark) has been created and provides reporting units the capability to start, stop, and credit PersTempo Per Diem. Under a new law (see XXXXX), Marines are eligible to receive High Deployment Per Diem when deployed 401 days of the prior 730 days, vice the previous rule based on 251 days of the prior 365 days which takes effect October 1, 2001. This entitlement is in the amount of \$100 per day (High Deployment Per Diem). PersTempo Per Diem cannot be reported until October 1, 2001, and cannot be reported until the entitlement has been earned.

a. Report the following statement to start PersTempo Per Diem:

TTC 438 000                    STRT PERSTEMPO PER DIEM \_\_\_\_\_|  
8 byte ED (YYYYMMDD)\_\_\_\_\_↑

b. Report the following statement to stop PersTempo Per Diem:

TTC 438 001    STOP PERSTEMPO PER DIEM \_\_\_\_\_|  
8 byte ED (YYYYMMDD)\_\_\_\_\_↑

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**NOTE:** This transaction may be reported for individual, group and event entries, and may be future dated (not to exceed seven days).

c. Report the following statement to credit PersTempo Per Diem:

TTC 438 002 CRED PERSTEMPO PER DIEM \_\_\_\_\_ TO \_\_\_\_\_ |  
 8 byte from date (YYYYMMDD) \_\_\_\_\_ ↑  
 8 byte to date (YYYYMMDD) \_\_\_\_\_ ↑

**NOTE:** May be reported for individual and group entries.

## NUMERIC PAY ENTITLEMENT CODES FOR PERSTEMPO PER DIEM.

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax Code</u>
Active Duty Marines	30001	30021	1,4
Reserve Marines on active duty	30042	30062	1,4
Reserve Marines	58102	58202	1,4

91003. DEPLOYED PER DIEM (TTC 327/328/331/332) (ACTIVE DUTY ONLY).

1. The JFTR, Chapter 4, part C, authorizes payment of standard/flat rate per diem, hereafter referred to as deployed per diem, for Marines of units deployed overseas. This paragraph contains procedures and UD reporting requirements for commencement, termination, and adjusting the entitlement. See Table 9-19 for deployed per diem rules.

2. Personnel assigned to WESTPAC commands for duty pursuant to PCSO that are administratively attached to a deployed unit are not entitled to deployed per diem. Further, as unit messing is essential under the UDP, enlisted personnel **attached** to deployed units (as well as personnel **assigned** to deployed units) are subsisted-in-kind. Accordingly, no entitlement to BAS or other form of basic allowance for subsistence exists during the period of administrative attachment or deployment while in a unit deployment status, unless concurrent TAD is being performed (TAD performed under orders away from the unit deployment location). In this instance, BAS is authorized.

3. Advance and rear party personnel (those Marines of deployed units who do not accompany the unit during transfer to/from the designated deployment location) rate deployed per diem as follows:

a. Advance Party Personnel. Entitlement to deployed per diem commences with an ED of the day **after** joining the deployed unit. Entitlement terminates with an ED of the day **before** the Marine's detachment from the deployed unit incident to return advance party duties.

b. Rear Party Personnel. Entitlement to deployed per diem for personnel who will depart the deployment location subsequent to the deployed unit's return terminates with an ED **before** detachment from the deployed unit.

**NOTE:** Orders of advance and rear party personnel must be endorsed to reflect the actual time and date such Marines joined or detached from the deployed unit.

4. Entries may be reported as event, group, or individual transactions, and contain DELETE ADD and DELETE AS ERR capabilities. Use the following statement to report start or stop deployed per diem:

TTC 327 000 STRT DEPLOYED PER DIEM ( ) ED \_\_\_\_\_ |  
 1-letter designation code, as applicable:  
 I-Aviation Units (Iwakuni); \_\_\_\_\_ ↑  
 O-Aviation Units (Okinawa); \_\_\_\_\_ ↑  
 G-All ground units \_\_\_\_\_ ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

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**NOTE:** For enlisted Marines, the reporting of CRED TAD RATIONS creates a checkage for Deployed per Diem. The reporting of STRT/STOP COMRATS WHILE TAD will restart deployed per diem.

TTC 328 000 STOP DEPLOYED PER DIEM ED \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

a. With the exception of advance or rear party personnel discussed in subparagraph above, the ED is the day **after** arrival at the designated deployment location for starting the entitlement, and the day **before** the date of departure from the designated deployment location for stopping the entitlement.

b. The above entries are also reported to stop and start the entitlement when a Marine officer departs and returns from a period of TAD in excess of 30 days.

5. The Unit Commander can credit or check deployed per diem for required adjustments by use of the following applicable UD entries. The entries may be reported as event, group, or individual transactions.

TTC 331 000 CRED DEPLOYED PER DIEM FR \_\_\_\_\_ TO \_\_\_\_\_ |

1-letter designation code, as applicable:

I-Aviation Units (Iwakuni); \_\_\_\_\_

O-Aviation Units (Okinawa); \_\_\_\_\_

G-All ground units \_\_\_\_\_

8-byte **inclusive** ED (YYYYMMDD)

of entitlement adjustment \_\_\_\_\_

TTC 332 000 CHEK DEPLOYED PER DIEM FR \_\_\_\_\_ TO \_\_\_\_\_ |

8-byte **inclusive** ED (YYYYMMDD)

of non-entitlement \_\_\_\_\_

6. Periods of Non-entitlement. Entitlement to deployed per diem does not exist under certain conditions. Depending on the nature of the condition, the entitlement may or may not be automatically withheld.

a. Entitlement to deployed per diem is automatically withheld under the following circumstances:

- (1) While on leave.
- (2) While in an unauthorized absence status.
- (3) While in hands of foreign civil authorities.
- (4) While confined.
- (5) While sick in hospital or sick-misconduct.
- (6) While TAD for enlisted Marines.

b. The Unit Commander must report periods of non-entitlement using the appropriate UD entry under the following conditions:

(1) During periods of group travel, while embarked on or performing duty aboard ship; and for officers, during periods of TAD of 30 days or less. In these instances, report the

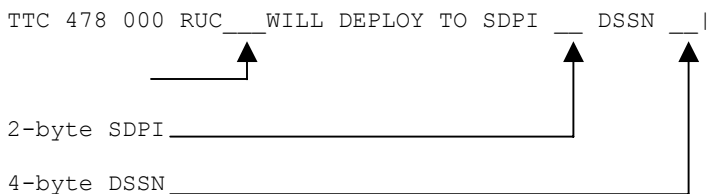
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inclusive period of non-entitlement using the CHEK DEPLOYED PER DIEM as required. The **inclusive** period of non-entitlement is from the ED of commencement of the unique status **through** the date the unique status terminates. For example, if the Marine officer enters a TAD status on 1 October 1998 and returns on 17 October 1998, the inclusive period of 1 **through** 17 October 1998 is the period of non-entitlement to be reported.

(2) For Marine officers who go TAD in excess of 30 days, stop the entitlement as of the date **prior** to the date TAD commences, and start the entitlement as of the date **after** the date TAD terminates. For example, if the Marine officer enters a TAD status on 1 November 1998 and returns from TAD on 17 December 1998, the STOP DEPLOYED PER DIEM entry in subparagraph 5052.5, would be reported with an ED of 31 October 1998. The STRT DEPLOYED PER DIEM entry in subparagraph 5052.5, would be reported with an ED of 18 December 1993.

91004. WILL DEPLOY (TTC 478).

CONUS or Hawaii-based FMF units, participating in the unit deployment program, four weeks prior to the unit's deployment will report this transaction as an event entry. For individuals that are joined after the event transaction is processed, the unit is required to report this transaction either as an individual or group entry. The information contained in this transaction will reflect the jurisdiction and DSSN providing service during the deployment.



91005. DEPLOYMENT STATUS CODE (DSC)/DEPLOYMENT RETURN DATE (DRD) (TTC 422) (ACTIVE DUTY ONLY)

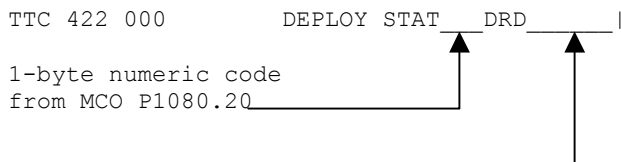
1. The DSC identifies a Marine's deployment status during a current FMF tour. This data element is used by the CMC (MMOA and MMEA) to determine a Marine's eligibility for assignment and to monitor unit personnel strengths. The DSC identifies Marines who are scheduled for, serving on, have completed, or who are **not** scheduled to participate in future deployments of at least 5 months duration. If the Marine is non-deployable per the criteria contained in the current edition of MCO P3000.13, as well as not scheduled, enter the appropriate duty status code.

**NOTE:** All deployments refer to unit or detachment/overseas deployed activities during a tour of duty with the FMF as defined in MCO 1300.8.

2. The DRD identifies the date of a completed deployment of 5 months or more, or the expected date of return from the current or next deployment of 5 months or more. This data element is also used by HQMC for personnel planning. The following rules apply:

- a. If DSC = 0 Then DRD must be zero.
- b. If DSC = 1, 3, or 5 Then DRD must be future-dated with the expected date of return.
- c. If DSC = 2, 4, or 6 Then DRD must be actual date of return.

3. Use the following statement to report, change, or update the DSC and DRD:



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8-byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE:** For MCTFS reporting and processing purposes, this entry must be either reported on a UD dated prior to the Deployment Return Date (DRD) or the entry must include an action date prior to the DRD.

4. Use the following statement to clear the DSC/DRD field:

TTC 422 000                      DEPLOY STAT 0 DRD 000000|

5. When a Marine's DSC changes from a "not scheduled" status (DSC = 0, 2, 4, or 6) to a scheduled status (DSC=1, 3, or 5) and has been so reported into MCTFS, but the Marine then becomes "not scheduled" again, report the old DSC/DRD back into MCTFS. For example, a Marine's DSC/DRD is DEPLOY STAT 2 DRD 19971201| and has been updated to DEPLOY STAT 3 DRD 19981015|. When the Marine becomes "not scheduled" again, report 19971130 DEPLOY STAT 2 DRD 19971201|.

6. As soon as units who assign personnel TAD to MEU's, or elements of a MEU, become aware of whom they will assign, they will report a DSC/DRD into MCTFS. They will report the correct DSC for the individual and the expected return date of the MEU to which the Marine is assigned for TAD. This DSC/DRD will, in most cases, be reported well in advance of the TO TAD entry. The DSC/DRD must be reported as soon as personnel are identified as participating in a MEU deployment, with the primary goal of 120 days prior to deployment. If for any reason the identified Marine becomes "not scheduled," update the DSC/DRD.

91006. DEPLOYMENT OF CONUS FMF UNITS TO WESTPAC UDP (TTC 478).

1. The instructions contained in this paragraph are applicable to CONUS or Hawaii-based FMF units participating in the UDP to WESTPAC that change their personnel reporting JURIS for the duration of the deployment. In addition to the below instructions, units are reminded that there are other individual or group entries that must be reported. (Refer to Figures 6-8 and 6-9.)

2. The below UD statement will be used as an EVENT entry and reported 4 weeks prior to the unit's deployment. (see Chapter 6, Section 7 EVENT AND EXCLUSION ENTRIES).

TTC 478 000      RUC \_\_\_\_\_ WILL DEPLOY TO SDPI \_\_\_\_\_ DSSN \_\_\_\_\_ |HIST: \_\_\_\_\_|

5-byte RUC \_\_\_\_\_

2-byte numeric SDPI of the personnel reporting JURIS to which the unit will deploy \_\_\_\_\_

4-byte numeric DSSN which will service unit during deployment \_\_\_\_\_

New unit title, address, location code (to include city/county/state/country code), JURIS code and estimated deployed date \_\_\_\_\_

**NOTE:** All information entered is that which will reflect the status of the unit while deployed (for example, DSSN is that of the DO which will service the unit during deployment; TITLE, ADDR, and LOC CODE is that of the unit while deployed). The MISSO will process this event entry at the proper time. **DO NOT** resubmit after 20 days.

3. For Marines who are joined after the MISSO enters the above WILL DEPLOY event entry, and prior to deployment, the unit must submit the WILL DEPLOY statement as an individual or group entry (less the historical statement).



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4. On the last UD submitted prior to deployment, report the following event entry. This UD must be prepared in advance, then certified and delivered to the CONUS/Hawaii MISSO prior to departure.

HIST: \_\_\_\_\_|

Enter following **EXAMPLE** info:

**ASG OPCON/ADCON** (\_\_\_\_)

**UDP EMB GOVT AIR FR** \_\_\_\_\_ **LAST UD SUB JURIS** \_\_\_\_\_

**NOTE:** Enter appropriate information. STOP COMRATS should be reported on the UD prior to the EVENT UD. This UD can be reported as an individual or group entry UD.

5. Upon arrival at the deployment site, the RU will submit the below event entry as the only entry on their initial UD. The unit will contact the MISSO at the new JURIS to verify the correct location code. Refer to Chapter 9 for instructions concerning deployed per diem.

91007. ARRIVED INDIVIDUAL LOCATION (TTC 002).

1. To report individual locations on the member's master file on his arrival to a Unit Deployment Program location. Report as follows:

TTC 002 000 ARRIV INDIV LOC \_\_\_\_\_ WITH RUC \_\_\_\_\_|

3-byte County Code \_\_\_\_\_  
(or foreign country numeric code)

2-byte State Code \_\_\_\_\_  
(or foreign country alpha code)

4-byte City Code \_\_\_\_\_

UDP RUC \_\_\_\_\_

TTC 002 000 ARR INDIV LOC \_\_\_\_\_|HIST:FIRST UD SUB JURIS \_\_\_\_\_ARR DISEMB GOVAIR \_\_\_\_\_|

3-byte county code \_\_\_\_\_  
(or foreign country  
numeric code)

2-byte numeric state  
code (or foreign  
country alpha code)

4-byte code for city \_\_\_\_\_

2-byte JURIS code \_\_\_\_\_

Debark location \_\_\_\_\_

**NOTE:** All location codes will be taken from the World Wide Geographic Location codes publication (PCN: 50100900000).

2. Four weeks prior to the RU's return to CONUS or Hawaii, the event entry for DSSN must be reported on the UD (see Chapter 6 Section 5 UNIT INFORMATION for reporting details. Failure to report this entry will cause a delay in proper processing of pay and MCTFS data. The MISSO will process this event entry at the proper time.

3. On the last UD submitted to the WESTPAC MISSO, the unit must report the below event entry. This UD must be prepared in advance, then certified and delivered to the WESTPAC MISSO prior to departure. Refer to Section 8 for instructions concerning deployed per diem.

HIST: \_\_\_\_\_|

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Enter following example info:

ASG OPCON/ADCON \_\_\_\_\_ UDP RET|

EMB GOVT AIR FR \_\_\_\_\_ LAST UD SUB JURIS \_\_\_\_\_

**NOTE:** Enter appropriate information. STOP DEPLOYED PER DIEM should be reported on the UD prior to the EVENT UD. This UD can be reported as an individual or group entry UD.

4. On the day of arrival in CONUS or Hawaii, the unit must report the below event entry. Units are reminded that there are other individual or group entries that must be reported (refer to Figures 6-4 and 6-5). The unit will contact the local MISSO upon the first working day after return.

TTC 002 000 ARR INDIV LOC \_\_\_\_\_ | HIST:FIRST UD SUB JURIS \_\_\_\_\_ ARR DISEMB GOVT AIR \_\_\_\_\_ |

3-byte county code \_\_\_\_\_  
(or foreign country  
numeric code)

2-byte numeric \_\_\_\_\_  
state code (or  
foreign country  
alpha code)

4-byte code for city \_\_\_\_\_

2-byte juris code \_\_\_\_\_

Debark location \_\_\_\_\_

**NOTE:** All location codes will be taken from the World Wide Geographic Location codes publication (PCN: 50100900000).

91008. PARENT SATELLITE DATA PROCESSING INSTALLATION (SDPI) .

If a Marine joins the RU during deployment, the unit must report the join per Chapter 3 and the below UD statement. The parent SDPI is the SDPI that serviced the unit prior to deployment. The statement may be reported as either an individual or group statement. If the Marine's CMF does not reflect a correct parent SDPI, the Marine will not receive pay properly upon return to CONUS from unit deployment. Should it become necessary to clear a parent SDPI from a Marine's record, report the following statement:

TTC 477 001 PARENT SDPI \_\_\_\_\_ |

2-byte SDPI code \_\_\_\_\_

**NOTE:** Prior to joining an individual, the RU must contact the MISSO at the deployed site to ensure that MCTFS tables are updated to allow for the processing of a join entry.

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## DEFINITION OF CODES Reportable PersTempo Events

**NOTE:** A PERSTEMPO TRANSACTION WILL NOT BE REPORTED IF THE MARINE WAS ALLOWED TO RETURN TO HIS OR HER NORMAL BILLETING AREA OR RESIDENCE AT THE PERMANENT DUTY STATION DURING NORMAL LIBERTY PERIODS.

Contingency operation. (DAA) An operation (a) designated by the Secretary of Defense in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force or (b) results in a call to or retention on active duty of members of the Uniformed Services during a war or during a national emergency declared by the President or Congress.

Counter-drug operation. (DAD) A military action taken to detect, monitor, and counter the production, trafficking, and use of illegal drugs.

Disciplinary event. (NIZ) The confinement of a military member whereby he or she is restricted from performing normal duties.

Duty in garrison. (NGZ) Home station or homeport duty performed at the permanent duty station. Includes all duties such as duty officer, duty NCO, guard duty, etc. that prevent the Marine from returning to his/her billeting area at the permanent duty station during periods of normal liberty.

Forward presence. (DAO) The visible posture of US forces and infrastructure strategically positioned in or near key regions around the globe, to contribute to the stability, continuity, and flexibility that protect US interests.

Funeral honors duty. (NLZ) The rendering of military honors to a deceased military member by Reserve component members.

Home station training. (DCQ) Training conducted within the limits of the permanent duty station. This can be an installation, base, or local operating area of a ship or vessel. Any field exercise or training that is conducted at the permanent duty station is considered home station training unless such training was conducted as part of a formal school.

Hospitalization while not deployed. (NHZ) The formal admission to a medical treatment facility except when deployed as indicated by codes DAP, DBP, or DCP.

Hospitalization during an operation. (DAP) The formal admission to a medical treatment facility while participating in an operation identified by PersTempo type codes beginning with the letters 'DA' and not at or near the members permanent duty station

Hospitalization during an exercise. (DBP) The formal admission to a medical treatment facility while participating in an exercises identified by PersTempo type codes beginning with the letters 'DB' and not at or near the member's permanent duty station.

Hospitalization during unit training. (DCP) The formal admission to a medical treatment facility while participating in unit training identified by PersTempo type codes beginning with the letters 'DC' and not at or near the member's permanent duty station.

Humanitarian operation. (DAG) An operation conducted to relieve or reduce the results of natural or manmade disasters or other endemic conditions such as human pain, disease, hunger, or privation that might present a serious threat to life or that can result in great damage to or loss of property. Assistance provided under these provisions can include: (a) medical, dental, and veterinary care provided in rural areas of a country; (b) construction of rudimentary surface transportation systems; (c) well drilling and construction of basic sanitation facilities; and (d) rudimentary construction and repair of public facilities.

FIGURE 9-1--PERSTEMPO CODE DEFINITIONS.

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Individual training. (NEZ) Institutional training conducted in a school or training center of a centralized, DoD or single-Service, training organization. Attendance at a formal school (e.g. SNCO Academy, SOI, APAC, etc.) will be reported with this code unless the school is held at or near the Marines permanent duty station and the Marine is allow to return to his or her normal billeting area or residence during normal liberty periods.

Inactive Duty Training. (NJZ) Reservist in a 'drill' status performing training away from the home training center.

Joint or combined exercise. (DBJ) A non-NATO military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. A joint exercise involves more than one US Armed Force. A combined exercise involves one or more US Armed Forces and one or more allies.

Law enforcement operation. (DAE) Supports law enforcement authorities to counter international criminal activities and suppress domestic rebellion in foreign countries.

Mission support TDY. (DDO) TAD for meetings, conferences, staff visits, staff augmentation, and medical appointments (not to include hospitalization) that are not held at the permanent duty station.

Muster duty. (NKZ) Reserve IRR muster duty only.

NATO exercise. (DBL) A combined military maneuver or simulated wartime operation conducted by forces of two or more allied NATO nations acting together for the accomplishment of a single mission.

Peacekeeping operation. (DAH) A military action undertaken with the consent of all major disputing parties, designed to monitor and facilitate implementation of an agreement (such as a cease-fire or truce) and support diplomatic efforts to reach a long-term political settlement.

Service exercise. (DBK) A single Armed Force's military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of training and evaluation. Does not include training conducted at the permanent duty station.

Surveillance operation. (DAI) The systematic observation of aerospace, surface or subsurface areas, places, persons, or things, by visual, auditory, electronic, photographic, or other means.

Unit training at a combined training center. (DCM) The location where one or more Services conduct training to meet specific training requirements, test new methodologies, and receive independent training evaluations. Does not include training conducted at the permanent duty station.

Unit training at a designated training area. (DCN) The geographic area in which unit training is conducted. The training area can be described as an installation, an area of a city, other public land, or a body of water. Does not include training conducted at the permanent duty station.

US domestic civil operation. (DAF) Activities and measures taken by the Department of Defense to foster mutual assistance and support between the Department of Defense and any civil government agency in planning, preparing for, or applying resources for border patrol augmentation and in response to the consequences of civil emergencies or attacks, including national security emergencies.

FIGURE 9-1-CONTINUED-PERSTEMPO CODE DEFINITIONS.

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TABLE 9-14--DEPLOYED PER DIEM.				
R U L E	A	B	C	D
	When the Marine (Note 1)	then the UD entry is (Note 2)	with an ED or inclusive period of	TTC
1	arrives at the designated unit deployment location	STRT DEPLOYED PER DIEM ( <u>code</u> ) ED ( <u>date</u> )	the date after arrival at the designated location	327 000
2	a officer is assigned to a location and returns from a period of TAD in excess of 30 days		the date after the date TAD terminates.	
3	departs the designated unit deployment location due to unit rotation or when a Marine officer goes TAD in excess of 30 days	STOP DEPLOYED PER DIEM ED( <u>date</u> )	the day prior to the date of departure or commencement of TAD in excess of 30 days	328 000
4	loses entitlement to deployed per diem due to a unique status; that is entering a group travel status, embarking on or performing duty aboard ship, or when a Marine officer goes TAD for 30 days or less	CHEK DEPLOYED PER DIEM FR ( <u>date</u> ) TO ( <u>date</u> )	the first through the last day of the unique status (subpar 5052.7b(1).)	332 000
5	loses entitlement to deployed per diem due to leave, unauthorized absence, in hands of foreign authority, sick in hospital, or sick misconduct, or when an enlisted Marine goes TAD (Note 3)	No entry is required. Pay status edits, or UD will automatically withhold reporting of DOPMA BAS, payment of deployed per diem for the period of non-entitlement.		

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TABLE 9-14 CONTINUED--DEPLOYED PER DIEM.

R U L E	A	B	C	D
	When the Marine ( <b>NOTE 1</b> )	then the UD entry is ( <b>NOTE 2</b> )	with an ED or inclusive period of	TTC
6	is entitled to deployed per diem for a period not previously reported, or was erroneously charged deployed per diem under rule 4 above	CRED DEPLOYED PER DIEM ( <u>code</u> ) FR ( <u>date</u> ) TO ( <u>date</u> )	the first through the last day of entitlement.	331 000
7	is administratively attached to a deployed unit from duty pursuant to a PCS WESTPAC assignment	No entry is required. These personnel are not entitled to payment of deployed per diem. See subpar 5052.3		

**NOTE 1:** Applies to Marines assigned to a deployed unit under the UDP. For personnel attached to a deployed unit and advance/rear party personnel, see paragraph 91003, this chapter.

**NOTE 2:** All UD entries contained in this column may be reported as event, group, or individual transactions, and contain delete/add and delete as erroneous capabilities.

**NOTE 3:** When TAD is involved, refer to subparagraph 5013.15 to determine entitlement to commuted rations.

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## Section 11: SPLIT PAY

### 91100. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Split Pay. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
156 000 RSPA \$_____.00 ED _____	HQ REG	N	N
159 000 STRT SPLIT PAY _____	HQ REG	N	N
160 000 STOP SPLIT PAY _____	HQ REG	N	N

### 91101. SPLIT PAY OPTION (TTC 156/159/160).

1. The Split Pay Option allows Marines enrolled in the Direct Deposit Program (DDP) to receive a portion of their pay at their duty locality each payday. This amount, called the requested split pay amount (RSPA), must be a whole dollar amount and must be less than or equal to the Marine's norm pay. The remainder of pay due will be transmitted to the Marine's financial institution. (See Table 9-20 for reporting procedures for the Split Pay Option).

2. To be eligible to participate in the Split Pay Option, Marines must be enrolled in the DDP and serving in one of the following types of environments:

a. In garrison outside the 50 states and provided pay service by a Marine Corps FO (this includes ship's detachments).

b. In garrison outside the 50 states and paid by a Navy FO (this includes ship's detachments).

c. Serving on deployments and paid by either a Navy or Marine Corps FO.

4. To start the Split Pay Option, use the following transaction to report all members wanting to participate:

```

TTC 156 000      RSPA $ _____.00 ED _____|
               ^               ^
Requested pay amount
(report whole dollars)_____
8-byte ED (YYYYMMDD) of request
ED of election or date of UD)_____
    
```

a. Marines in Garrison Outside the 50 states paid by a Marine Corps or Navy FO (this includes ship's detachments). Reporting TTC 156 will activate the Split Pay Option for those Marines in garrison outside the 50 states.

b. Marines on Deployment. The following additional transaction must be reported after TTC 156 (RSPA) to activate the Split Pay Option for Marines participating in an exercise or deployment in excess of 30 days:

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159 000            STRT SPLIT PAY \_\_\_\_\_ |  
8-byte ED \_\_\_\_\_ ↑  
(YYYYMMDD) deployment begins

**NOTE 1:** If the first RSPA payment is to be received on the mid-month payday, report STRT SPLIT PAY before the end-of-month (EOM) U&E cutoff **before** the unit deploys. **EXAMPLE:** Deployment begins 5 March 1998, report STRT SPLIT PAY 19980228 (prior to Feb 1998 EOM U&E). If the first RSPA payment is to be received on the first of the month payday the month after the deployment begins, report STRT SPLIT PAY before the mid-month U&E cutoff. **Example:** Deployment begins on 20 March 1998, report STRT SPLIT PAY 19980320 (prior to mid-month U&E cutoff). See current MCBul 7220 series for cutoff cycles.

**NOTE 2:** Do not report TTC 159, STRT SPLIT PAY, for Marines who have pay service provided by DSSNs 6160, 6096 and 5755, and for Marines outside CONUS whose pay accounts are maintained by DFAS-KC including Marines permanently assigned to certain ships whose unit is serviced by DFAS-KC, but payday service is provided by a Navy DO. Refer to Table 4-1, Rule 4.

5. To change the RSPA, report a new RSPA by using TTC 156.

6. If a Marine wants to withdraw from the Split Pay Option, report the transaction listed below that applies:

a. Marines in Garrison Outside the 50 states paid by a Marine Corps or Navy FO (this includes ship's detachment). First report TTC 160/000 (STOP SPLIT PAY) then report a new RSPA of zero using TTC 156 (RSPA) only if a Marine is serving in one of the following environments:

(1) Stationed outside the 50 states in garrison (e.g., Okinawa, Iwakuni, etc.),

(2) Serving with a ship's detachment and wants to withdraw from participating in the Split Pay Option,

(3) Non-deployed and does not want to participate.

b. Marines on Deployment. Use the following transaction to stop the Split Pay Option for those Marines on deployment or returning from a deployment:

TTC 160 000            STOP SPLIT PAY \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑  
deployment ends \_\_\_\_\_

**NOTE:** The termination date for Split Pay will be reflected in MCTFS as the first day of the month. To ensure Split Pay is terminated correctly the STOP SPLIT PAY statement must be run during the month the deployment ends; however, the statement must also be run **after** the End-of-Month (EOM) U&E cutoff date for the previous month. **EXAMPLE:** Deployment ends on 20001125, report STOP SPLIT PAY 20001125 during the month of November but after the October EOM U&E cutoff date. The termination date reflected in MCTFS and in Section 'F' of the LES will be 20001101. If the STOP SPLIT PAY 19981125 statement is run **before** the October EOM U&E cutoff date, the termination date will be reflected as 20001001. Failure to run the statement during the correct timeframe may result in a checkage to the Marine's pay. See current MCB 7220 for U&E cutoff cycles.



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TABLE 9-15--SPLIT PAY OPTION.

R U L E	A	B	C	D	E
	When a Marine	and	And member wishes to	the UD entry is	TTC
1	is assigned to an overseas unit	the unit is not deployed	start split pay	RSPA\$ __.00 ED __	156 000
			OR		
2	is assigned to ships detachment	the unit is deployed/not deployed	stop split pay	RSPA \$0.00 ED ____  (Note 1)	156 000
3	is stationed in CONUS and sent TAD over-seas in excess of 30 days	the unit the Marine sent to TAD is not deployed			
4	is stationed in CONUS and sent TAD over-seas deployed in excess of 30 days	the unit the Marine sent TAD to is deployed	start split pay	RSPA \$ __.00 ED __	156 000
				STRT SPLIT PAY ____  (Note 2)	159 000
			stop split pay	STOP SPLIT PAY ____	160 000
5	is assigned to a UDP in excess of 30 days	the unit is deployed	start split pay	RSPA \$ __.00 ED __	156 000
				STRT SPLIT PAY ____  (Note 2)	159 000
6	is assigned to a UDP in excess of 30 days and UDP stops at an overseas command or returns to CONUS from deployment. This applies for rules 4 and 5	the unit is no longer deployed	start split pay	RSPA \$ __.00 ED __	156 000
			stop split pay	STOP SPLIT PAY ____	160 000
7	is deployed		start split pay	RSPA \$ __.00 ED __	156 000
			stop split pay	STOP SPLIT PAY ____	160 000

**Note 1:** When a Marine wishes to withdraw from split pay while serving with a ship's detachment or with an overseas unit that is not deployed, report TTC 156 (RSPA) with a zero dollar amount.

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**Note 2:** Do **not** report TTC 159, STRT SPLIT PAY for Marines who have pay service provided by DSSNs 6160, 6096 and 5755, regardless of their tour status (e.g., six month UDP, one year unaccompanied tour, or three year accompanied tour), and for Marines outside CONUS whose pay accounts are maintained by DFAS-KCC including Marines permanently assigned to certain ships whose unit is serviced by DFAS-KCC, but payday service is provided by a Navy DO.

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## Section 12: BONUS

### ACTIVE DUTY BONUSES

#### 91200. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Bonus Payments, Active Duty and Reserve. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
392 000 ENL BON MOS ___ DOCB ___ ED ___	REG	Y	Y

#### 91201. ENLISTMENT BONUS PROGRAM (EBP) (TTC 392) (ACTIVE DUTY ONLY)

1. Upon a Marine's eligibility for an enlistment bonus, report the following UD statement. The entry will generate the appropriate credit to the Marine's pay account and properly withhold Federal income tax at 28 percent and the appropriate state income tax withholding percentage for one-time entitlements if the member is not entitled to tax exclusion for service in a designated area. If a member has a specified alternate amount of withholding for state income tax (other than '0' (zero)), the appropriate percentage for one-time entitlements will apply. If '0' is specified, no state income tax will be withheld. For states that require SITW and have not specified a flat percentage rate, 4 percent will be used.

TTC 392 000	ENL BON MOS ___ DOCB ___ ED ___
4-byte eligible MOS	_____↑
8-byte ED (YYYYMMDD) (DOCB)	_____↑
8-byte ED (YYYYMMDD) eligible MOS assigned	_____↑

**NOTE:** The DOCB is the Marine's Armed Forces Active Duty Base Date (AFADBD) and may be obtained from the date of enlistment in block 17B of DD form 1966.

3. If any of the three elements are incorrectly reported or erroneous, the entire entry will fail. Of the three elements, the Date of Original Contract for Bonus (DOCB) is the most critical, as this date is used in determining the Program Enlisted For (PEF) code table in effect as of the DOCB, which in turn determines the proper bonus entitlement.

4. If the assigned MOS has not previously been reported, processing of the enlistment bonus UD statement will automatically update the primary MOS code in the MMPA. The ED of MOS assignment for the enlistment bonus entry must be equal to or greater than 19981101 and the DOCB.

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## RESERVE BONUSES

### 91202 INTRODUCTION.

1. The different categories of this Section are those items that pertain to Bonus Payments, Active Duty and Reserve. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
900 000 SRIP ENL INIT MOS _____ BON NO _____ ED _____	RES	Y	Y
900 001 SRIP 3RENL INIT MOS _____ BON NO _____ ED _____	RES	Y	Y
900 002 SRIP 6RENL INIT MOS _____ BON NO _____ ED _____	RES	Y	Y
900 003 SRIP AFF INT _____ MOS _____ BON NO _____ ED _____	RES	Y	Y
900 004 SRIP 2 <sup>ND</sup> 3RENL INIT MOS _____ BON NO _____ ED _____	RES	Y	Y
901 000 SAT YR _____ INSTALL ED _____	RES	N	Y
901 001 UNSAT YR _____ INSTALL ED _____	RES	N	Y
902 000 BON NO _____	RES	N	N
903 000 TERMINATE BONUS ED _____	RES	N	Y

### 91203. SELECTED RESERVE INCENTIVE PROGRAM (SRIP) (TTC 900/901/902/903/905/904) (RESERVE ONLY)

1. General. The SRIP is explained in MCO P7220R.38. Included in this Order is the eligibility criteria for the enlistment (REBO), reenlistment (RENBO), and affiliation (SERAB) bonuses. Authorization for payment is contained in the DoDFMR.

#### 2. Initial Entitlement

a. Upon a Marine's eligibility for a REBO, RENBO or SERAB bonus, the RU must contact CMC (RAP) for a bonus control number to substantiate the bonus payment, and report the appropriate UD statement. The entry will generate the appropriate credit to the Marine's pay account and withhold Federal income tax at 20 percent. Once processed, the bonus will be included with the Marine's next payment.

b. Use the following statement to report a SERAB bonus:

TTC 900 003            SRIP AFF INT \_\_\_\_\_ MOS \_\_\_\_\_ BON NO \_\_\_\_\_ ED \_\_\_\_\_ |

Number of months (**NOTE 1**)            ↑            ↑            ↑            ↑

Bonus qualifying MOS            \_\_\_\_\_ ↑

8-byte bonus number (**NOTE 2**)            \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of bonus payment  
(date of join to SMCR)            \_\_\_\_\_ ↑

**NOTE 1:** Number months of remaining MSO (use whole months). If the number of months is less than 10, then it must be preceded by a zero.

**NOTE 2:** Omit hyphens. (Bonus number 142-99 would be reported as 0014299).

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c. After reporting the appropriate reenlistment statement and PEF, use the following statement to report REBO and RENBO bonuses:

TTC 900 000	SRIP ENL INIT MOS _____	BON NO _____	ED _____	
TTC 900 001	SRIP 3RENL INIT MOS _____	BON NO _____	ED _____	
TTC 900 002	SRIP 6RENL INIT MOS _____	BON NO _____	ED _____	
TTC 900 004	SRIP 2 <sup>ND</sup> 3RENL INIT MOS _____	BON NO _____	ED _____	

Bonus qualifying MOS \_\_\_\_\_ ↑      ↑      ↑

8-byte bonus number (Note 2 above) \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) of bonus payment  
(must be date of contract for REBO) \_\_\_\_\_ ↑

d. If a Marine is in receipt of a SRIP Bonus and reenlists/extends prior to the expiration of the current entitlement period the SRIP Bonus payments will be effected. To preclude the cancellation of payments comply with the guidance provided below:

(1) Prior to reenlistment, verify the current SRIP entitlement and component code by viewing MCTFS.

(2) MISSO-17 has been granted limited authority to make bonus-related component code changes. Upon reenlistment, if the individual's component code is other than "KA", request a component code change by message to the MCSA (MISSO-17), KCC with an information copy to the DFAS-KCC/FJV-1/BNS, and to the CMC (RAM-5). Requests should include the following information:

- (a) SSN, Name, Grade, RUC.
- (b) Present Component Code.
- (c) Present ECC and EOS.
- (d) DOE and type (i.e., 19890701 6yr SRIP reenl).
- (e) Justification - cite authority.

(3) Upon completion of the requested action, the appropriate reenlistment entry, PEF code and bonus statement must be reported. SRIP entitlement and the reenlistment must be reported at the same time to open the MCTFS Screen and initiate payment of SRIP entitlements.

f. A bonus control number must be obtained from the CG MCRSC, Incentive Branch prior to reporting the "SRIP BONUS" UD entry. If the bonus control number is incorrectly reported, it can **only** be corrected by the MCRSC using the following UD entry. The transaction will overlay the erroneous control number.

TTC 902 000	BON NO _____	(MCRSC ONLY)
8-byte bonus number	_____	↑

**NOTE:** Omit the hyphen when reporting a bonus number. A bonus number of 142-98 would be reported as 0014298.

### 3. Anniversary Payments.

a. The enlistment, reenlistment, and affiliation over 18 months bonuses are paid by an initial payment followed by incremental anniversary payments. The anniversary payment entitlement is based on the completion of a SAT or UNSAT year. One month prior to the due

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date of an installment, a message will appear on the DFR notifying the unit that a SAT or UNSAT year must be reported.

b. Report the appropriate entry shown below to report a SAT/UNSAT year as defined in MCO P1001R.1. The entry can not be reported until the ED is reached. In addition, the ED must match ED of the installment number in the bonus remark.

```

TTC 901 000          SAT YR_____INSTALL ED_____|
1st, 2nd, 3rd, 4th, 5th, 6th  ───┐
                                     │
8-byte ED (YYYYMMDD) of bonus installment ─┐
                                               |

TTC 901 001          UNSAT YR_____INSTALL ED_____|
1st, 2nd, 3rd, 4th, 5th, 6th  ───┐
                                     │
8-byte ED (YYYYMMDD) of bonus installment ─┐
                                               |

```

c. One month prior to the due date of installment, a message will appear on Part III of the DFR stating a SAT or UNSAT year must be reported. **SRIP INSTALLMENT DUE ON DATE INDICATED AS ED. REPORT SAT OR UNSAT YEAR.** This message will remain on subsequent DFR's until a SAT or UNSAT statement is reported. If a SAT year is reported, the Marine will be paid the anniversary payment on the first payday after the ED of the installment. If an UNSAT year is reported, the unit will be notified on the DFR that the Marine's record must be researched for possible termination.

#### 4. Termination of Bonus.

a. The SRIP bonuses are terminated automatically upon posting the final payment within MCTFS.

b. When a Reserve Marine has failed to fulfill the contractual obligation for the bonus the unit is required to report a Termination Bonus (BON) ED. The ED to report is the ED a member was no longer participating as a member of an SMCR unit under the bonus program. The termination ED will be used to calculate recoupment of a bonus if necessary. Use the following statement when a SRIP Bonus must be terminated prior to the date it would automatically terminate:

TTC 903 000                      TERMINATE BONUS ED \_\_\_\_\_  
8-byte ED (YYYYMMDD) of termination \_\_\_\_\_

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## CAREER STATUS BONUS (CSB)

91204. INTRODUCTION.

1. Career Status Bonus (CSB) is a Redux Retirement Plan available to Marines (both officer and enlisted) whose Date Entered Armed Forces (DEAF) is on or after 1 August 1986. Under this plan, and beginning on 1 October 2001, eligible Marines must decide whether to accept a \$30,000.00 one-time lump-sum payment at 15 years of service and (when eligible) retired pay at 40% of average base pay during the member's final three years of service, or remain subject to the provisions of the High 3 Retirement System. Marines must be notified at the 14 year 6 month mark of service of their option.

2. Members who elect the CSB would, upon retirement, receive annual cost-of-living adjustments capped at 1 percent below the Consumer Price Index. Members who elect to receive the CSB must execute a written agreement to remain on continuous active duty for five years following the completion of 15 years of active duty. If a member fails to serve 20 years of continuous active duty, the member must repay the portion of CSB for time not served. For further information on CSB, visit the following Web sites:

<http://militarypay.dtic.mil>

<http://pay2000.dtic.mil>

3. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
005 000 ELECT CAREER STATUS BONUS__	HQ REG RES	N	Y
005 001 RECOUP CAREER STATUS BONUS ED ____	HQ REG RES	N	Y
500 000 CRED CAREER STATUS BONUS \$____	DO/FO	N	Y
500 001 CHECK CAREER STATUS BONUS \$____	DO/FO	N	Y

91205. CAREER STATUS BONUS (CSB) (TTC 005).

1. Report TTC 005 000 with an election code of '5' for members who DO NOT ELECT to receive the lump-sum CSB of \$30,000.00. Report the same TTC with an election code of '4' for members who ELECT TO RECEIVE the lump-sum bonus. When the bonus is reported and processed, MCTFS will automatically compute and pay the member in the next regularly scheduled payday once 15 years of service is reached. The bonus is taxed at 28 percent for FITW and the appropriate SITW percentage for one-time entitlements (if the member is not entitled to tax exclusion for service in a designated area). When reporting TTC 005 000, a member's Date of Original Entry Armed Forces (DEAF) must be after July 31, 1986 (see Chapter 5, Section 5) or the entry will fail.

2. At the time of the member's election eligibility, should the Commander deem that the member will be unable to complete the required twenty years of continuous active duty (due to pending disciplinary action or the possible finding that the member will be unfit medically for further service, etc.), an election code of '7' will be reported. To ensure that this election entry is not reported for a member who will be subsequently allowed reenlistment, the Commander should consider each case carefully. It is recommended that all available sources (i.e., medical personnel, Career Planner, CMC, etc.) be utilized before making this determination. **If the member changes their mind prior to reaching 15 years of service, first report a delete as erroneous, then report the new election code.** Report as follows:

TTC 005 000 ELECT CAREER STATUS BONUS \_\_\_\_|

1-byte election code (4, 5, 7) \_\_\_\_\_↑

8-byte date of election (YYYYMMDD) \_\_\_\_\_↑

3. Report TTC 005 001 if the member fails to complete the required obligated service under the written agreement. At the time of discharge, ensure the entry has posted prior to

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reporting the discharge. MCTFS will automatically compute any recoupment amount based on the effective date of a member's discharge. Report as follows:

TTC 005 001                      RECOUP CAREER STATUS BONUS ED \_\_\_\_\_ |

8-byte ED of discharge (YYYYMMDD) \_\_\_\_\_ ↑

**NOTE:** The discharge date can be future-dated up to 14 days from the current date.

4. DO's and FO's have the ability to check or credit an incorrect CSB recoupment amount that was previously recouped by the MCTFS. To report a CSB credit amount:

TTC 500 000                      CRED CAREER STATUS BONUS \$ \_\_\_\_\_ |

Dollar amount to be credited \_\_\_\_\_ ↑

8-byte ED of credit (YYYYMMDD) \_\_\_\_\_ ↑

5. For reporting an additional CSB recoupment amount:

TTC 500 001                      CHECK CAREER STATUS BONUS \$ \_\_\_\_\_ |

Dollar amount to be checked \_\_\_\_\_ ↑

8-byte ED of checkage (YYYYMMDD) \_\_\_\_\_ ↑

## NUMERIC PAY ENTITLEMENT CODES FOR CSB

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax code</u>
Active duty Marines	19002	29002	1,4,5
Reserve Marines on active duty	31190	31300	1,4,5



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## Chapter 10 SEPARATIONS

### REFERENCES:

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
2. MCO P1900.16, Marine Corps Separation and Retirement Manual (MARCORSEPMAN).
3. MCO P1001R.1, Marine Corps Reserve Administrative Management Manual (MCRAMM).
4. DODI 1215.7, Service Credit for Reserve Retirement.
5. Department of Defense Financial Management Regulations, Volume 7, Part A, (DODFMR, Vol. 7A) <http://www.dtic.mil/comptroller/fmr/>.
6. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual, (MCTFS APSM) (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>).
7. MCO 1900R.17, Selected Reserve Transition Benefits (RTB) Program.
8. MCO P7220.42, Reserve Automated Pay Systems Manual (RAPSM).
9. MCO 1770.2, Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve.
10. MCO 1040.43 Enlisted to Officer Commissioning Programs
11. MCO 1500.3 MCI Correspondence Courses

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## SECTION 1: RESERVE RETIREMENT CREDITS

### 100100. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Reserve Retirement Credits/Points. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
832 000 ADJ REG DR FYTD____	HQ RES	N	N
832 001 ADJ REG DR FYTD PR____	HQ RES	N	N
832 002 ADJ EIO DR FYTD____	HQ RES	N	N
832 003 ADJ EIO DR FYTD PR____	HQ RES	N	N
832 006 ADJ AFTP DR FYTD____	HQ RES	N	N
832 007 ADJ AFTP DR FYTD PR____	HQ RES	N	N
832 008 ADJ RMP DR FYTD____	HQ RES	N	N
832 009 ADJ RMP DR FYTD PR____	HQ RES	N	N
832 010 ADJ ATP DR FYTD____	HQ RES	N	N
832 011 ADJ ATP DR FYTD PR____	HQ RES	N	N
833 000 ADD REG PTS AYTD____SERV FROM____	HQ RES	N	N
833 001 ADD EIO PTS AYTD____SERV FROM____	HQ RES	N	N
833 002 ADD RMP PTS AYTD____SERV FROM____	HQ RES	N	N
833 003 ADD AFTP PTS AYTD____SERV FROM____	HQ RES	N	N
833 004 ADD ATP PTS AYTD____SERV FROM____	HQ RES	N	N
833 005 ADD APPROP PTS AYTD____SERV FROM____	HQ RES	N	N
833 006 ADD ASSOC PTS AYTD____SERV FROM____	HQ RES	N	N
833 007 ADD EIN PTS AYTD____SERV FROM____	HQ RES	N	N
833 008 ADD MTU PTS AYTD____SERV FROM____	HQ RES	N	N
833 009 ADD CORRESP PTS AYTD____SERV FROM____	HQ RES	N	N
833 010 ADD OTHER PTS AYTD____SERV FROM____	HQ RES	N	N
833 011 SUBTRACT REG PTS AYTD____SERV FROM____	HQ RES	N	N
833 012 SUBTRACT EIO PTS AYTD____SERV FROM____	HQ RES	N	N
833 013 SUBTRACT RMP PTS AYTD____SERV FROM____	HQ RES	N	N
833 014 SUBTRACT AFTP PTS AYTD____SERV FROM____	HQ RES	N	N
833 015 SUBTRACT ATP PTS AYTD____SERV FROM____	HQ RES	N	N
833 016 SUBTRACT APPROP PTS AYTD____SERV FROM____	HQ RES	N	N
833 017 SUBTRACT ASSOC PTS AYTD____SERV FROM____	HQ RES	N	N
833 018 SUBTRACT EIN PTS AYTD____SERV FROM____	HQ RES	N	N
833 019 SUBTRACT MTU PTS AYTD____SERV FROM____	HQ RES	N	N
833 020 SUBTRACT CORRES PTS AYTD____SERV FROM____	HQ RES	N	N
833 021 SUBTRACT OTHER PTS AYTD____SERV FROM____	HQ RES	N	N
833 022 ADD FHD PTS AYTD____SERVFROM____	HQ	N	N
833 023 SUBTRACT FHD PTS AYTD____SERVFROM____	HQ	N	N
845 000 DUTY CORRESP____	RES	N	Y
845 001 DUTY OTHER____	RES	N	Y
846 000 ANNIVERSARY DATE____	HQ RES	N	N
914 000 DOD SERV COMP CAT CODE____SERV FROM____ANNIV FROM____	HQ	N	N
915 000 HISTCRET____	HQ RES	N	N
915 001 DELETE HISTCRET____	HQ RES	N	N
915 002 DELETE SERVCRET____	HQ RES	N	N
915 003 REPLACE____	HQ RES	N	N
916 000 CRET____	HQ RES	N	N
916 001 DELETE CRET____	HQ RES	N	N
916 002 DELETE CRET____	HQ RES	N	N
916 003 REPLACE____	HQ RES	N	N
917 000 ADJ ACDUPD____SERVFROM____	HQ RES	N	N

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917 001 ADJ ACDUNONPD _____SERVFROM _____	HQ RES	N	N
919 000 ADJ INACDU PD _____SERVFROM _____	HQ RES	N	N
919 001 ADJ INACDU NPD _____SERVFROM _____	HQ RES	N	N
919 002 ADJ INACDU COR _____SERVFROM _____	HQ RES	N	N
919 003 ADJ FHD PD _____SERVFROM _____	HQ RES	N	N
921 000 SAT FLAG _____ANNIV FROM _____	HQ RES	N	N
921 001 TOTAL SAT YEAR _____	HQ RES	N	N
922 000 CRCR CERTDATE _____	HQ REG RES	N	N

### 100101. CORRESPONDENCE AND OTHER POINTS (TTC 845).

1. Correspondence points are earned by completion of MCI and other nonresidence courses available to reservist. Correspondence points will not be awarded when lessons or study periods are conducted during periods of IDT or active duty. However, the fact that the course is graded on a date that the Marine is performing a period of ITD or AD has no bearing on the awarding of correspondence points.

2. When reporting correspondence points, only the number of points will be reported. The maximum number of correspondence points allowed per entry is one hundred (100). The following statement will be used to report these points:

```

TTC 845 000  _____DUTY CORRESP _____|
                ^               ^
            8-byte ED         3-byte number of points
  
```

**NOTE:** The duty correspondence will not update the MCI course in MCTFS to indicate MCI course completions; therefore, ensure all MCI course completion's are reported.

3. Membership points are credited to a reservist during each anniversary year, whether or not the individual participates in IDT or earns correspondence points. Membership points will not exceed 15 per anniversary year and will be prorated at a rate of 1.25 monthly. The membership points will be system-generated for all Marines in the SMCR, IRR, and the ASL, Standby Reserve.

4. Points that cannot be categorized as IDT, correspondence, or membership points are referred to as "other" points. See paragraph 110203 for periods of AD for which pay and allowance were not authorized (non-paid AD). When reporting other points, only the number of points will be reported. The maximum number of other points allowed per entry is 10. If the total of other points is 15, report 2 separate entries as follows: (DUTY OTHER 10 and DUTY OTHER 5)

```

TTC 845 001  _____DUTY OTHER _____|HIST: _____|
                ^               ^               ^
            8-byte ED         2-byte number of points   Reason and authority
  
```

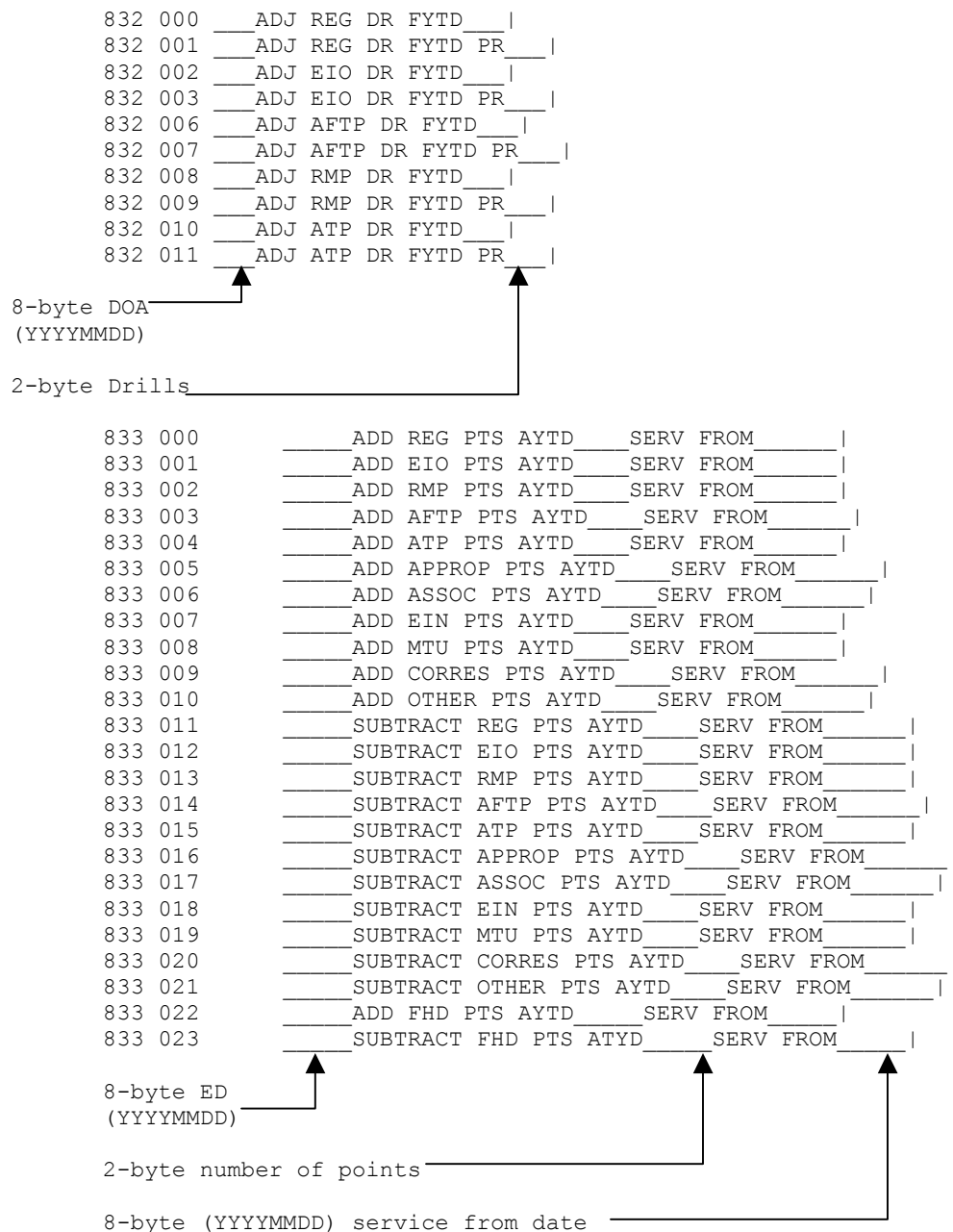
**NOTE:** When reporting Duty Correspondence or Duty Other the ED of the transaction must fall within a current or prior anniversary year. These entries will fail as rejected transactions if the above criteria is not met.

### 100102. ADJUSTING OF RESERVE POINTS (TTC 833) (Including FHDA points).

1. Reporting adjustment of Reserve Points is restricted to RUC's 88714, 88889, 88890, 88891 or 548XX.

a. Reserve units will submit request for adjustments to MISSO 16/17, Kansas City along with required justification documentation. Report as follows:

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### 100103. RESERVE RETIREMENT CREDIT REPORT (RRCR).

1. RRCR is used to establish qualifying years of Federal service for a Marine reservist. Retirement points are earned over a Marine's career through the performance of IDT periods, AD periods, and correspondence courses. Reserve retirement eligibility is determined by years of qualifying service performed. Additional points are awarded by virtue of membership within the Marine Corps Reserve. To be credited with qualifying service, a reservist must earn **a minimum of 50 retirement points** during an anniversary year. To ensure all points are reported correctly and proper credit for each anniversary year is received, RU's will ensure accurate and timely reporting of all retirement credit information during a complete anniversary year of 365 or 366 days.

2. The MCTFS is designed to compute retirement points for the current and prior anniversary years, as defined in MCO P1900.16. Prior to inclusion within the MCTFS, these points were recorded each anniversary year on NAVMC 798's (RRCR's). All retirement points (paid and

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unpaid) accrued during the Marine's career **before** the current and prior anniversary years will be referred to throughout this chapter as "HISTORICAL DATA." The example is provided to clarify current and prior anniversary years:

If a Marine's next anniversary date is:	20010507
The current anniversary year is then:	20000507-00000000
The prior anniversary year was:	19990507-20000506

Using the example above, retirement points accrued before 7 May 1999 are considered historical data. The RRCR is a totally automated report (i.e., the current year's retirement points will roll-over to the prior year, and the prior year's retirement points will roll-over to historical data).

3. The RU will input the current and prior year information and the CG, MARFORRES will input historical data with information provided by the RU for each SMCR reservist in a unit. The CG, MCRSC will input the historical data for IRR Marines and MISSO-17 will input the historical data for AR Marines. If the RRCR is incomplete, the RU will contact MISSO-17.

4. The automated Annual Retirement Credit Report (ARCR) and the Career Retirement Credit Report (CRCR) are the primary means of verifying retirement points for all reservists. These reports should be routinely audited to ensure accuracy and to verify that RRCR historical data is correct. Each Marine Reservist must ensure that his ARCR and CRCR are correct. Missing or incorrect information may affect promotion opportunities, deny reenlistment, deny selection for a PME school or impact AR program status. Retirement points earned while a member of the reserve establishment will also increase the retirement pay multiple for any Marine, officer or enlisted, who eventually retires from the regular establishment due to augmentation.

5. **It is imperative that all SMCR/IRR/AR Marines anniversary dates are correct in MCTFS at all times.** The anniversary date is the basis for all retirement data input into MCTFS. Some reservists with broken service and service from another component will need verification of anniversary dates prior to reporting RRCR historical data. Corrections for anniversary dates will be forwarded by the RU along with the necessary documents (i.e., copies of DD Form 4, extensions, and DD Form 214) to MISSO-17. Posting of the anniversary date to MCTFS must be verified prior to reporting or correcting RRCR historical data into MCTFS. The corrected retirement points will then be reported on the UD during the process of reporting historical data into MCTFS.

100104. ANNIVERSARY DATE (TTC 846).


1. The anniversary date is the date from which the given anniversary year is computed to establish the current 12-month period utilized to determine years of qualifying Federal service and awarding of Reserve retirement credits.

2. Once reported into MCTFS, the anniversary date will automatically readjust on an annual basis to support the automated Reserve retirement credit process.

3. If a Marine's anniversary date is determined to be incorrect, the following action should be taken:

a. Refer to the instructions in MCO P1900.16. Submit requests to correct an anniversary date to the CMC (MMSR) for retirees and MISSO-17 for all others. Include as part of the request copies of NAVMC 763, DD Form 4, and any other documentation required to determine anniversary date.

b. Once the anniversary date is determined, the CMC (MMSR) or MISSO-17, as applicable, will report the new anniversary date. Report as follows:

TTC 846 000	ANNIVERSARY DATE _____	(CMC (MMSR)/MISSO-17 ONLY)
8-byte anniversary date (YYYYMMDD)		

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4. All prior service Marines, including Marines who have served in other Service components for which retirement points are authorized, must have prior service retirement points input as CRCR historical data if such data is not resident in MCTFS. RU's may have to request documentation from the other service components or from CMC (MMSR-10) to substantiate such prior service.

5. The certified CRCR will be maintained in the OQR/SRB per the IRAM. The certified ARCR will be provided to the Marine for retention AFTER all corrections are reported on the UD.

### 100105. RESERVE RETIREMENT CURRENT AND PRIOR YEARS .

1. The UD reporting and successful processing of IDT, AD, and duty correspondence points will generate the current and prior year remarks. If a Marine's record in the MCTFS is missing, notify MISSO-17 for correction. If the current or prior year's retirement points must be adjusted, MISSO-17 is the only RUC that can adjust points due to manual payments.

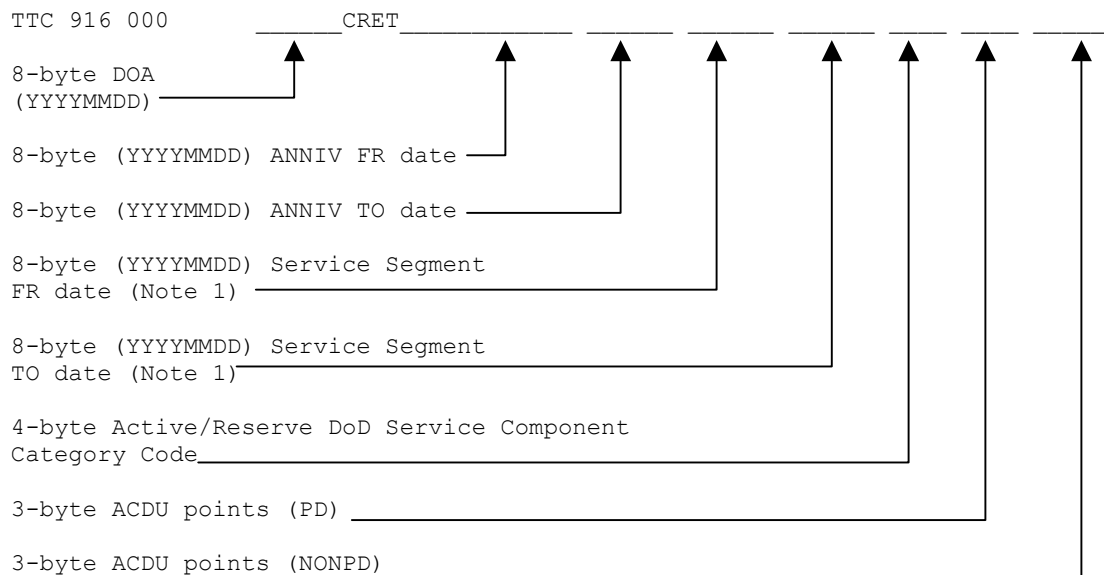
2. The Input CRUC listed on the S980/D980 remarks will not change when a transfer is effected prior to the completion of the anniversary year. The following anniversary year, however, will reflect the current RUC.

3. The S980/D980 "TYP FLG" identifies current, prior, and historical year data as 'C', 'P', and 'H', respectively.

### 100106. RESERVE RETIREMENT CREDIT REPORTING (TTC 915/916) .

1. Reserve retirement points are automatically updated within the MCTFS when a UD entry is processed which will affect retirement points; however, reporting of an historical year may be necessary to update the member's record. The Reserve retirement points statements include segments which represent periods of service within specific components.

2. RUCS at CMC, CG, MARFORRES, CG, MCRSC or MISSO-17 will add, delete, or replace current or prior service segments using the statement as follows:





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3. To entirely delete a Current or Prior year that is in error, report as follows:

TTC 916 001             DELETE CRET               |

8-byte DOA (YYYYMMDD) ———— ↑

8-byte (YYYYMMDD) ANNIV FR date ———— ↑

8-byte (YYYYMMDD) ANNIV TO date ———— ↑

or to delete a current or prior year service segment, report as follows:

TTC 916 002             DELETE CRET                             |

8-byte DOA (YYYYMMDD) ———— ↑

8-byte (YYYYMMDD) ANNIV FR date ———— ↑

8-byte (YYYYMMDD) ANNIV TO date ———— ↑

8-byte (YYYYMMDD) Service Segment FR date ———— ↑

8-byte (YYYYMMDD) Service Segment TO date ———— ↑

4. Use the following statement when the service segment information in a historical 980 remark occurrence, spanning the entire anniversary period, needs to be replaced:

TTC 916 003             REPLACE                                                  |

8-byte DOA (YYYYMMDD) ———— ↑

8-byte (YYYYMMDD) ANNIV FR date ———— ↑

8-byte (YYYYMMDD) ANNIV TO date ———— ↑

8-byte (YYYYMMDD) Service Segment FR date (**NOTE 1**) ———— ↑

8-byte (YYYYMMDD) Service Segment TO date (**NOTE 1**) ———— ↑

4-byte Active/Reserve DoD Service Component Category Code (see figure 10-1) ———— ↑

9-byte INACDU points (PD/NPD/COR) ———— ↑

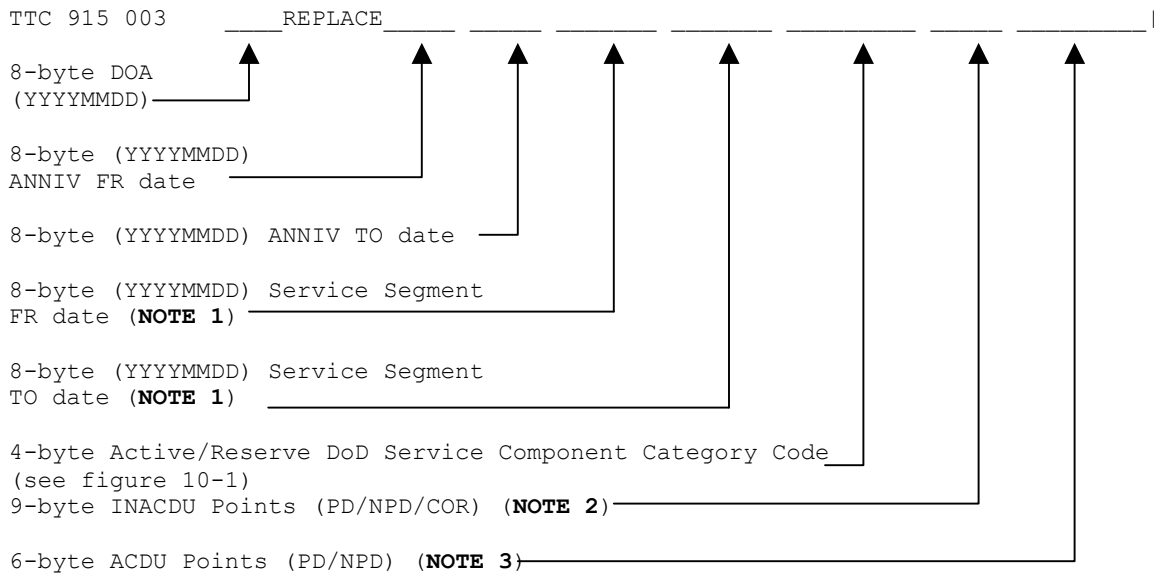
6-byte ACDU points (PD/NONPD) ———— ↑

**NOTE:** The Service Segment FROM and TO dates will reflect the period spent in one service component. When valid dates are input, and the DoD Service Component Category Code reflects a period from the Reserve component, Reserve membership points will automatically be computed.

5. When TTC 916 003 REPLACE is reported, the transaction will delete the existing prior year and then build a new prior year with the reported service segment information. Additional service segments will be reported using TTC 916 000.

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- a. To replace historical data of the Reserve Retirement Credit, report as follows:



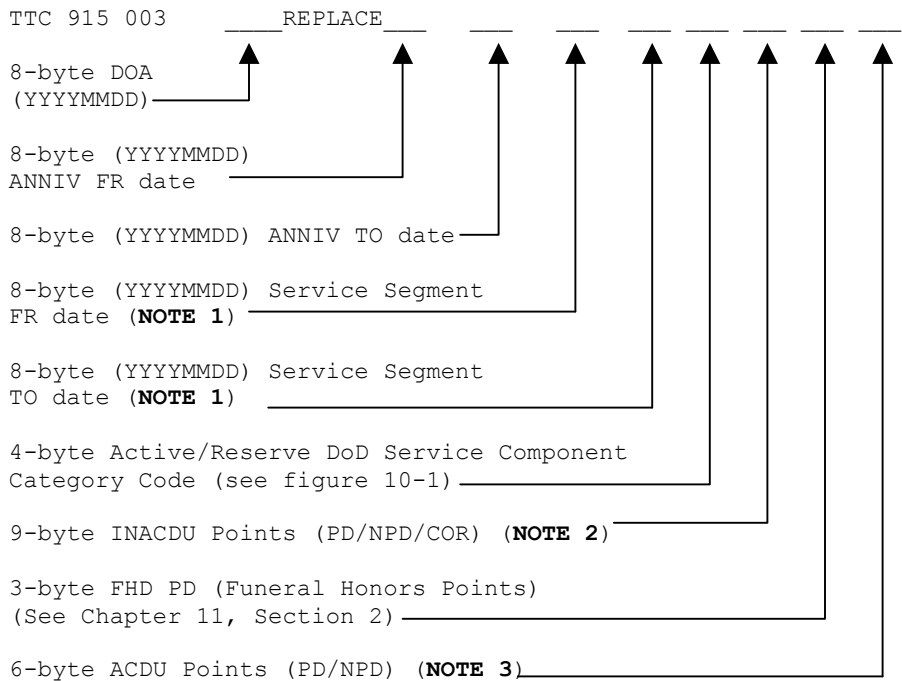
**NOTE 1:** The Service Segment FROM and TO dates will reflect the period spent in one service component. When valid dates are input and the DoD Service Component Category Code input reflects a period from the Reserve component, Reserve membership points will automatically be computed.

**NOTE 2:** This field is reported in three 3-byte segments. The first segment is IDT paid points. The second segment is IDT non-paid points. The third segment is correspondence points. Report all point totals of 99 or less with preceding zeroes. If a Marine performed 45 paid IDTs, 3 non-paid IDTs and earned 13 correspondence points you would report 045003013 in the INACDU Points field.

**NOTE 3:** This field is reported in two 3-byte segments. The first segment is AD paid points. The second segment is AD non-paid points. Report all point totals of 99 or less with preceding zeroes. If a Marine performed 13 days paid ACDU and 4 days non-paid ACDU you would report 013004 in the ACDU points field.

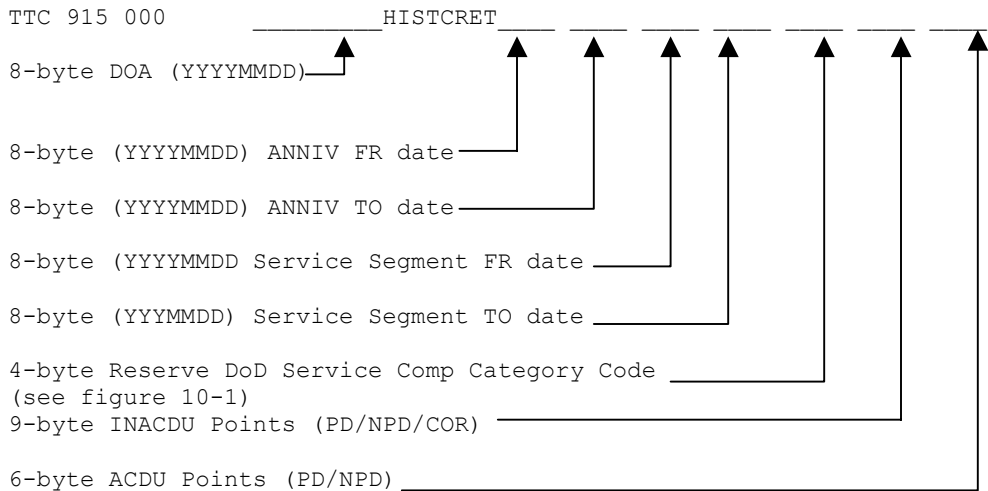
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## b. For Funeral Honors Duty points:



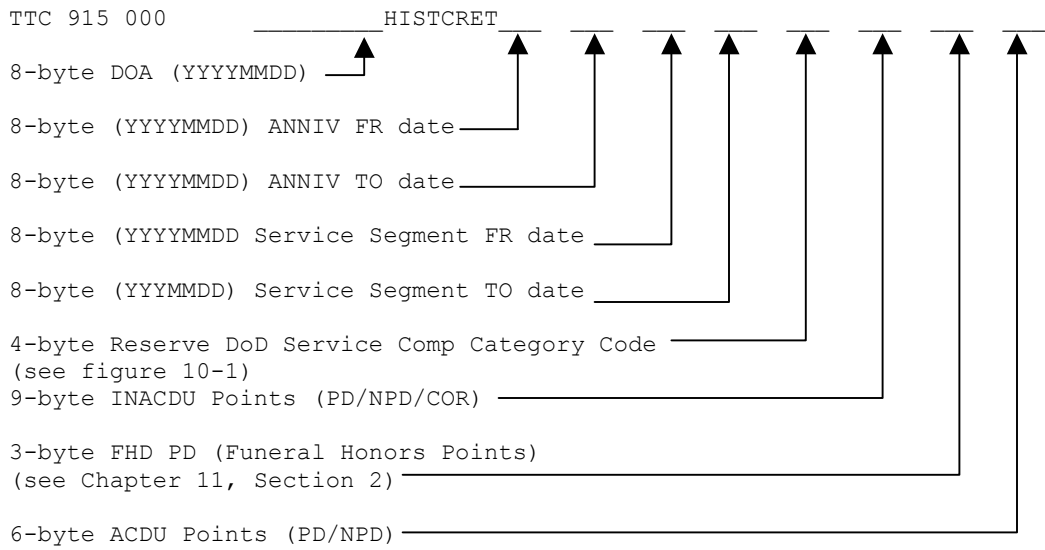
**NOTE:** The Service Segment FROM and TO dates will reflect the period spent in one service component. When valid dates are input and the DoD Service Component Category Code input reflects a period from the Reserve component, Reserve membership points will automatically be computed.

## c. For the submission of historical data, report as follows:

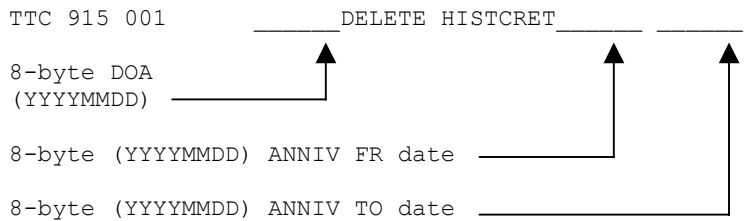


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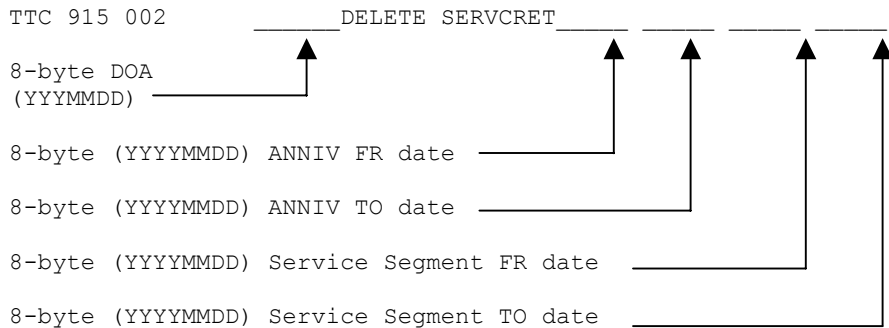
d. For Funeral Honors Duty points report as follows:



e. To delete a historical year that is in error, report as follows:



f. To delete a historical year service segment that is in error, report as follows:



**NOTE:** The following **EXAMPLES**, for reporting the history of Reserve Retirement Credits for a Marine, is provided for clarification:

Anniversary Year	19990307 - 20000306
Release from Active Duty	19990813
Join to the IRR	19990814
Transfer to SMCR	19991002
Join SMCR unit	19991003
IDT	018
EIN	002
Correspondence	023
Annual Training	015
Active duty paid	175 days
Active duty non-paid	002 days

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## FOR A MARINE TRANSFERRED FROM USMC ON 19970813

### Service Segment 1

DOA	XXXXXXXX
ANNV FROM	19990307
ANNV TO	20000306
SERV FROM	19990307
SERV TO	19990813
DOD SERV COMP CAT CODE	MR00 (see figure 10-1)
INACDU POINTS	000000000
ACDU POINTS	160000

### Service Segment 2

DOA	XXXXXXXX
ANNV FROM	19990307
ANNV TO	20000306
SERV FROM	19990814
SERV TO	19991002
DOD SERV COMP CAT CODE	MVRE (see figure 10-1)
INACDU POINTS (PD/NPD/CORR)	00000000
ACDU POINTS (PD/NPD)	000000

### Service Segment 3

DOA	XXXXXXXX
ANNV FROM	19990307
ANNV TO	20000306
SERV FROM	19991003
SERV TO	20000306
DOV SERV COMP CAT CODE	MVSA (see figure 10-1)
INACDU POINTS (PD/NPD/CORR)	018002023
ACDU POINTS (PD/NPD)	015002

### 100107. HISTORICAL DATA ADJUSTMENT AFTER RETIREMENT.

1. Adjustments to RRCR historical data in a Marine's records occurring after the 20-year retirement flag is posted to the CMF are the responsibility of MISSO-17. MISSO-17 will correct only those records where RRCR data was erroneously entered from the Marine's CRCR. DO NOT forward these requests to the CMC (MMSR-5).

2. At the point of retirement for a Reserve Marine, all reserve retirement credit remarks will change from current and prior year remarks to historical remarks. This allows the CMC (MMSR) to adjust remarks as appropriate. Requests for retirement point adjustments (points awarded but not reflected on the CRCR) for reservists who have been discharged or retired will be submitted to the CMC (MMSR-5). If approved, the adjustment will be made by the CMC (MMSR).

### 100108. CREDIT DATA ADJUSTMENT (TTC 917/919)

1. Current year data can be adjusted at the RU level by utilizing DEL/ADD, DEL AS ERRON, or the appropriate UD entries.

2. AD and membership points for current and prior year may be adjusted by RUCS at CMC, CG, MARFORRES, CG, MCRSC or MISSO-17.

3. Adjustment of AD and IDT paid/non-paid points for anniversary years other than the current or prior year are only reportable by HQMC, CMC (MMSR), COMMARFORRES, 4thMAW, 4thMARDIV, 4thFSSG, MCRSC and MISSO-17.

4. Adjustment of AD Points.

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When a Marine's total AD points for an anniversary year are incorrectly posted into MCTFS, an adjustment to the data must be reported on the UD. Use the following statements to report the correct total of AD points for an anniversary year:

```

TTC 917 000      ADJ ACDUPD _____ SERVFROM _____ | (paid)

TTC 917 001      ADJ ACDUNONPD _____ SERVFROM _____ | (non-paid)

3-byte correct number of AD points _____
                                     ^
                                     |
8-byte (YYYYMMDD) beginning date of anniversary year for adjustment _____
                                     ^
                                     |

```

### 5. Adjustment of IDT Points.

When a Marine's total IDT points for an anniversary year are incorrectly posted into MCTFS, an adjustment to the data must be reported on the UD. Use the following statements to report the correct total of IDT points for an anniversary year:

```

TTC 919 000      ADJ INACDU PD _____ SERVFROM _____ | (paid)

TTC 919 001      ADJ INACDU NPD _____ SERVFROM _____ | (non-paid)

TTC 919 002      ADJ INACDU COR _____ SERVFROM _____ | (correspondence)

TTC 919 003      ADJ FHD PD _____ SERVFROM _____ | (funeral honors duty)
                                                         (see Chapter 11 Section 2)

3-byte correct number of IDT points _____
                                     ^
                                     |
8-byte (YYYYMMDD) beginning date of anniversary year for adjustment _____
                                     ^
                                     |

```

### 100109. COMPUTER-GENERATED RRCR REPORTS.

Copies of RRCR's (Figures 7-3, 7-4, and 7-5) are available on-line through CICS-Production (KCT menu) using the Retirement/Separation Menu (RETM) or the Unit Reports Menu (RPTS) under the MCTFS option.

**NOTE:** The career RRCR contains all retirement data as of the date the unit prints the report.

### 100110. DoD SERVICE COMPONENT CATEGORY CODE (TTC 914).

RUCs at CMC, CG, MARFORRES/CG, MCRSC/MISSO-17 will update the DoD Service Component Category Code. When the DOD Comp being reported equals 'MRC1', MRC2, MRC3, MRC4, MRC5, MRC6, MRCB, or MRCD, membership and AD points will be calculated if they do not already exist in that service component. If there is no matching R980, or no matching Service Comp Segment, the entry will fail.

```

TTC 914 000 DOD SERV COMP CAT CODE _____ SERV FROM _____ ANNIV FROM _____ |

4-byte DOD COMPONENT _____
                                     ^
                                     |
8-byte (YYYYMMDD) SERV FR date _____
                                     ^
                                     |
8-byte (YYYYMMDD) ANNIV SERV TO date _____
                                     ^
                                     |

```

### 100111. SATISFACTORY YEAR FLAG FOR RRCR (TTC 921).

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The SAT YEAR FLAG allows CMC (MMSR-5) to adjust the SAT FLAG field on the M980 remark, and is used to identify a complete satisfactory year, a complete non-satisfactory year, or a partial year.

1. Use the following statement to set the SAT YEAR FLAG:

```
TTC 921 000      SAT FLAG  ANNIV FROM  | (CMC (MMSR-5))
      8-byte DOA (YYYYMMDD)  ^
      SAT FLAG ('Y' Yes, 'N' No, or
      'P' Partial)  ^
      8-byte (YYYYMMDD) Anniversary from date  ^
```

2. Use the following statement to adjust TOTAL SAT YEARS:

```
TTC 921 001      TOTAL SAT YEAR  | (CMC (MMSR-5))
      8-byte DOA (YYYYMMDD)  ^
      2-byte number of SAT YEARS  ^
```

### 100112. CAREER RETIREMENT CREDIT REPORT (CRCR) CERTIFICATION DATE (TTC 922).

1. Upon completion of the anniversary audit the CRCR certification date must be reported via UD entry within 120 days of the audit. The CRCR certification date is displayed on the Unit Annual Audit Roster. Annually, once the CRCR has been certified as correct, the RU will report the new CRCR certification date on the UD. The CRCR certification date will be reported after Marines have reviewed their CRCR and certified it to be accurate and complete. Report the following statement to report the CRCR Certification Date:

```
TTC 922 000      CRCR CERTDATE  |
      6-byte (YYYYMM) certification
      date (200005)  ^
```

**NOTE 1:** AR Marines will not receive a composite score unless the CRCR CERTDATE has been reported and is current.

**NOTE 2:** AD units are responsible for reporting the CRCR CERTDATE for all Reserve members in their RUC, as required.

2. For IRR and IMA Marines, the CG MCRSC automatically mails an ARCR and CRCR to each individual within 60 days of the Reservist's anniversary date for review, correction and signature. IRR certifications returned with incorrect addresses are researched and resent. If not returned, no further action is required until the next Anniversary year.

3. For SMCR Marines, the RU provides the Reservist with an ARCR and CRCR for review, correction, and signature within 30 days of the Reservist's Anniversary Date. RU's will receive a one time UD advisory identifying Marines who have not certified their CRCR within 120 days of the lapsed anniversary year.

4. For AR Marines, the active component RU provides the AR reservist with the ARCR and CRCR for review, correction, and signature within 30 days of the Reservist's Anniversary Date. Copies of ARCR and CRCR's are available as MCTFS screens RT09 and RT07.

5. If CRCR corrections are warranted, the Marine will draw a thin-inked line (using black ink) through each item of information, hand write the correct information, and then initial each correction. The annotated CRCR must be accompanied by supporting documentation (muster sheets, orders, or historical NAVMC 798) to substantiate any corrections to MCTFS. Submit

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corrections for IRR/IMA Marines to CG MCRSC, SMCR Marines to COMMARFORRES, and Marines on AR/EAD to MISSO-17. Once corrective action is taken, a new CRCR will be generated for the Marine's review, signature, and distribution. Anniversary Date corrections are restricted for MISSO-17 action.

6. Reserve Marines on AD for a period of 31 days or more will have active duty points posted to the MCTFS each month automatically. Also, the CRCR Certification Date will establish the AFADBD in MCTFS. The AFADBD will not be established if the CRCR Certification Date is missing or outdated.



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## DOD SERVICE COMPONENT CATEGORY CODES

BRANCH OF SERVICE (BYTE 1 )	
A = United States Army E = Public Health Service F = United States Air Force I = National Oceanic Atmospheric Administration M = United States Marine Corps N = United States Navy P = United States Coast Guard Z = Unknown	
SERVICE COMPONENT (BYTE 2)	
G = National Guard of the U.S. R = Regular K = Cadet or Midshipman V = Reserve Z = Unknown	
RESERVE COMPONENT CATEGORY DESIGNATOR (BYTE 3)	RESERVE COMPONENT TRAINING RETIREMENT CATEGORY DESIGNATOR (BYTE 4)
S = Selected Reserve  T = Trained Individual  U = Untrained  C = Trained Individual  R = Ready Reserve  P = Ready Reserve Training  Y = Standby Reserve  V = Retired Reserve	A = SMCR G = AR  B = IMA  F = AT IADT P = AWAITING IADT WITH PAY Q = AWAITING 2 <sup>ND</sup> IADT S = AGR AT IADT T = SIMULTANEOUS OCS/SELRES WITHOUT IADT  1 = RESERVE OFFICER - INITIAL OBLIGATION (ACTIVE DUTY) 2 = OFFICER ON EAD 3 = OFFICER ON SWAG 4 = RESERVE OFFICER/ENLISTED TAD OV 180 DAYS 5 = OFFICER ON UAD 6 = OFFICER ON EDR B = NOT CURRENTLY USED D = ENLISTED EAD RECRUITER  E = IRR H = UNTRAINED IN IRR U = AWAITING IADT WITHOUT PAY  J = PLC K = HPSP  C = KEY FEDERAL EMPLOYEE D = ACT STATUS L = DISABILITY N = INACTIVE STATUS  1 = RESERVE RETIRED WITH PAY 2 = RESERVE RETIRED AWAITING PAY 3 = TDRL/PDRL RETIRED 4 = RESERVE RETIRED WITH ACTIVE DUTY PAY 5 = RESERVE RETIRED BY SECRETARY OF DEFENSE

Figure 10-1-- DOD SERVICE COMPONENT CATEGORY CODES

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TJHPRT07 CAREER RETIREMENT CREDIT RECORD 03/08/1999  
 ENTER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 11:34:10  
 SSN: XXXXXXXXXX NAME: XXXXX, XXXXXX X  
 RUC: XXXXX COMPANY CODE: X PRES-GRADE: XX RECSTAT: X COMP CODE:  
 PLT CODE: XXXX TRNGRP: X R-RECSTAT: X RCOMP CODE: XX

ANNV: 19990818 PEBD: 19870310 DOB: 19670929 MAND: 00000000 CERT: 199810  
 INACDU MBR- TOTAL INACDU ACDU TOTAL  
 INPUT ANNIVERSARY YEAR POINTS SHIP INACDU PNTS POINTS PNTS SAT  
 CRUC INCLUSIVE DATES PD NPD COR PNTS PNTS CRED PD NPD CRED YEAR  
 00541 19980818-00000000 026 000 000 08 0034 34 002 000 036 NO  
 00541 19970818-19980817 032 000 000 15 0047 47 070 000 117 YES  
 00404 19960818-19970817 009 000 000 07 0016 16 198 000 214 YES  
 00404 19950818-19960817 000 000 000 00 0000 00 366 000 366 YES  
 00404 19940818-19950817 000 000 000 00 0000 00 365 000 365 YES  
 00404 19930818-19940817 000 000 000 00 0000 00 365 000 365 YES  
 00404 19920818-19930817 000 000 000 00 0000 00 365 000 365 YES  
 00404 19910818-19920817 000 000 000 00 0000 00 366 000 366 YES  
 00404 19900818-19910817 000 000 000 00 0000 00 365 000 365 YES  
 00404 19890818-19900817 000 000 000 00 0000 00 365 000 365 YES  
 00404 19880818-19890817 000 000 000 00 0000 00 365 000 365 YES  
 00404 19870818-19880817 000 000 000 00 0000 00 366 000 366 YES  
 00404 19860818-19870817 000 000 000 08 0008 08 161 000 169 YES

-----COMPLETED-----  
 CAREER TOTALS  
 INACTIVE DUTY POINTS CORRES..... 0000 ACTIVE DUTY POINTS PAID..... 03719  
 INACTIVE DUTY POINTS PAID..... 0067 ACTIVE DUTY POINTS NON-PAID.... 00000  
 INACTIVE DUTY POINTS NON-PAID.... 0000 TOTAL ACTIVE DUTY POINTS..... 03719  
 MEMBERSHIP POINTS..... 038 TOTAL POINTS CREDIT..... 03824  
 TOTAL INACTIVE DUTY POINTS..... 0105 TOTAL SATISFACTORY YEARS..... 12  
 INACTIVE DUTY POINTS CREDIT..... 0105 TOTAL QUALIFYING SERVICE.... 12-00-00

Figure 10-2.--Example Career Retirement Credit Report

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TJHPRT08 ANNUAL RETIREMENT CREDIT RECORD (CURRENT YEAR) 03/08/1999  
 XXXXXX ENTER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 11:29:36  
 SSN: XXXXXXXXXXXX NAME: XXXXXX, XXXXXX X  
 RUC: XXXXX COMPANY CODE: X PRES-GRADE: XX RECSTAT: E COMP CODE:  
 PLT CODE: XXXX TRNGRP: X R-RECSTAT: X RCOMP CODE: XX

ANNV: 19990818 PEBD: 19870310 DEAF: 19860818 TSATYR: 12 TQUALSERV: 12-00-00  
 INACTIVE DUTY..... ACTIVE DUTY.....  

TYPE	DATE	POINTS	TYPE	DATE	POINTS	TYPE	INCLUSIVE DAYS	POINTS
P-REG	19980910	001	P-REG	19980911	002	P-B7	19990204-19990205	002
P-REG	19980919	002	P-REG	19981017	002			
P-REG	19981018	002	P-REG	19981114	002			
P-REG	19981115	002	P-REG	19981212	002			
P-REG	19981213	002	P-REG	19990122	001			
P-REG	19990123	002	P-REG	19990124	002			
P-REG	19990220	002	P-REG	19990221	002			

-----COMPLETED-----  
 SUMMARY  
 INACTIVE DUTY POINTS CORRES..... 000 ACTIVE DUTY POINTS PAID..... 002  
 INACTIVE DUTY POINTS PAID..... 026 ACTIVE DUTY POINTS NON-PAID..... 000  
 INACTIVE DUTY POINTS NON-PAID.... 000 TOTAL ACTIVE DUTY POINTS..... 002  
 MEMBERSHIP POINTS..... 08 TOTAL POINTS CREDIT THIS YEAR.... 036  
 TOTAL INACTIVE DUTY POINTS..... 0034 SATISFACTORY YEAR..... NO  
 INACTIVE DUTY POINTS CREDIT-75MAX 34  
 INACTIVE DUTY POINTS PAID CURRENT FISCAL YEAR TO DATE RECORD PRODUCED... 021  
 THE SUMMARY TOTALS MAY NOT EQUAL THE SUM OF THE POINTS LISTED ON THE PRIOR  
 SCREEN(S) DUE TO ADJUSTMENTS MADE DURING THE ANNIVERSARY PERIOD.

Figure 10-3.--Example Annual Retirement Credit Report for Current Year.

## MCTFS

```
TJHPRT09          ANNUAL RETIREMENT CREDIT RECORD (PRIOR YEAR)          03/08/1999
XXXXXX ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ 11:32:18
SSN: XXXXXXXXXXXX  NAME: XXXXXXXX, XXXXXX X
RUC: XXXXX        COMPANY CODE: X  PRES-GRADE: XX  RECSTAT: E  COMP CODE:
                   PLT CODE: XXXX  TRNGRP: X  R-RECSTAT: X  RCOMP CODE: XX
```

ANNV: 19990818    PEBD: 19870310    DEAF: 19860818    TSATYR: 12    TQUALSERV: 12-00-00

INACTIVE DUTY.....			ACTIVE DUTY.....		
TYPE	DATE	POINTS	TYPE	DATE	POINTS
P-REG	19970913	002	P-REG	19970914	002
P-REG	19971017	001	P-REG	19971018	002
P-REG	19971019	002	P-REG	19971115	002
P-REG	19971116	002	P-REG	19971202	002
P-REG	19971203	002	P-ATP	19980220	002
P-REG	19980221	002	P-REG	19980222	002
P-REG	19980627	002	P-REG	19980628	002
P-REG	19980717	001	P-REG	19980718	002
P-REG	19980719	002	P-REG	19980815	002
P-REG	19980816	002			

-COMPLETED

## SUMMARY

INACTIVE DUTY POINTS CORRES.....	000	ACTIVE DUTY POINTS PAID.....	070
INACTIVE DUTY POINTS PAID.....	032	ACTIVE DUTY POINTS NON-PAID.....	000
INACTIVE DUTY POINTS NON-PAID....	000	TOTAL ACTIVE DUTY POINTS.....	070
MEMBERSHIP POINTS.....	15	TOTAL POINTS CREDIT THIS YEAR....	117
TOTAL INACTIVE DUTY POINTS.....	0047	SATISFACTORY YEAR.....	YES
INACTIVE DUTY POINTS CREDIT-75MAX	47		
INACTIVE DUTY POINTS PAID CURRENT FISCAL YEAR TO DATE RECORD PRODUCED...	021		
THE SUMMARY TOTALS MAY NOT EQUAL THE SUM OF THE POINTS LISTED ON THE PRIOR			
SCREEN(S) DUE TO ADJUSTMENTS MADE DURING THE ANNIVERSARY PERIOD.			

Figure 10-4.--Example Annual Retirement Credit Report for Prior Year.

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## SECTION 2: PRE-RETIREMENT

### 100200. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Pre-Retirement, such as 20 Year Letter, Percent Disability, Mandatory Retirement/Separation Date, Request for Retirement or Resignation, etc. Detailed reporting information is indicated in the following paragraphs.

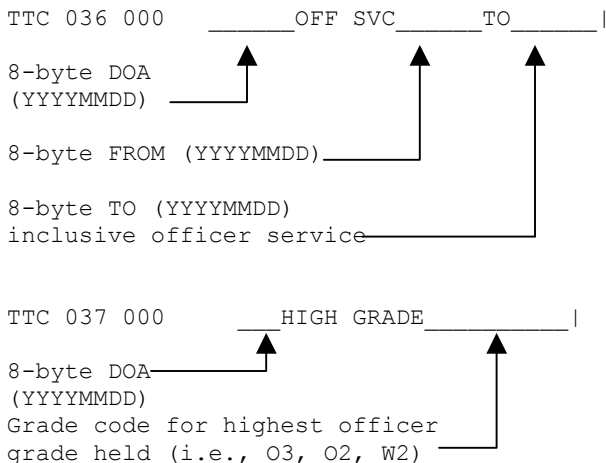
2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
036 000 OFF SVC TO	HQ REG	N	N
037 000 HIGH GRADE	HQ REG	N	N
038 000 CONST SVC MO DA	HQ REG	N	N
445 000 SENT 20 YR LTR EFF DATE	HQ	N	N
756 000 PERCENT DISABILITY EFF	HQ	N	N
762 000 RETIREMENT ELIGIBILITY REQ MET	HQ	N	N
764 000 REQUEST HELD IN ABEYANCE	HQ	N	N
765 000 MANDATORY RETIREMENT/SEPARATION DATE	HQ	N	N
773 000 REQ RET PDD	HQ REG	N	N
773 001 REQ RET MCC PDD	HQ REG	N	N
773 002 REQ RESGN PDD	HQ REG RES	N	N
773 003 REQ FMCR PDD	HQ REG	N	N
773 004 REQ FMCR MCC PDD	HQ REG	N	N
773 005 REQ RESGN WITH RES COMMISSION PDD	HQ REG	N	N
773 006 REQ TR RET RES AWTG PAY AT AGE 60	HQ REG RES	N	N
773 007 REQ TR RET RES WITH PAY	HQ REG	N	N
773 008 REQ TR RET RES WITHOUT PAY	HQ RES	N	N
774 000 REQ RET PEND	HQ	N	N
774 001 REQ FMCR PEND	HQ	N	N
774 002 REQ RESGN PEND	HQ	N	N
774 003 RES RET REQUEST PENDING RER FLAG	HQ	N	N
775 000 REQ RET APP RET LAW PSPD PCHAR	HQ	N	N
775 001 REQ FMCR APP RET LAW PSPD PCHAR	HQ	N	N
775 002 APP RES RET WITH PAY PSPD PCHAR AUTH	HQ	N	N
775 003 APP RET RES AWTG PAY PSPD PCHAR AUTH	HQ	N	N
775 004 APP RET RES WO PAY PSPD PCHAR AUTH	HQ	N	N
775 005 DISCHARGE APP PSPD PCHAR AUTH	HQ	N	N
775 006 APP TR TDRL DSBL VA / / INDEX EFF	HQ	N	N
775 007 APP TR PDRL DSBL VA / / INDEX EFF	HQ	N	N
775 008 APP RESGN PSPD PCHAR LAW AUTH	HQ	N	N
775 009 APP RESGN WITH RES COMM PSPD PCHAR LAW AUTH	HQ	N	N
775 010 APP RESGN WO RES COMM PSPD PCHAR LAW AUTH	HQ	N	N
775 011 DIS APP W/SEV DSBL VA / / INDEX EFF AUTH	HQ	N	N
775 012 DIS APP RETAIN DSBL VA / / INDEX EFF AUTH	HQ	N	N
775 013 DIS APP W/O SEV DSBL VA / / INDEX EFF AUTH	HQ	N	N
776 000 REQ RET DIS HIST:	HQ	N	N
776 001 REQ FMCR DIS HIST:	HQ	N	N
776 002 DISCHARGE DISAPPROVED AUTH PAR	HQ	N	N
776 003 REQ RESGN DIS	HQ	N	N
777 000 REQ RET WDN	HQ	N	N
777 001 REQ FMCR WDN	HQ	N	N
777 002 REQ RESGN WDN	HQ	N	N
784 000 PLANNED REENL EXT RETIRE DATE	HQ	N	N
785 000 PLANNED DETACHMENT DATE	HQ REG	N	N
786 000 PLANNED SPD PLANNED CHAR	HQ	N	N
788 000 RER FLAG	HQ	N	N
850 000 RCSBP OPT TYPE LEVEL AMT	HQ	N	N
913 000 SELRES TRANSITION PROG TYPE	HQ RES	N	N

# MCTFS

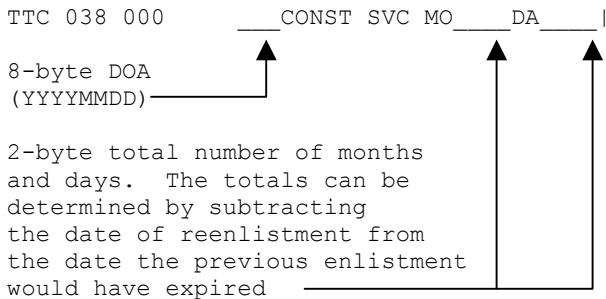
## 100201. RETIREMENT OF FORMER OFFICERS (TTC 036/037).

If the Marine requesting retirement or transfer to the FMCR is a former officer, the inclusive dates of service as an officer, and the highest officer grade held, must be reported with the request, and **must be action dated at least 1 day prior to the request for retirement/transfer to the FMCR.**



## 100202. CONSTRUCTIVE SERVICE (TTC 038).

1. Marines that reenlisted within 3 months of their EAS qualify for constructive service if the reenlistment was on or before 30 December 1977. See MCO P1900.16 for additional information. Constructive service will be reported with the statement shown below. All periods of constructive service must be totaled and reported as one UD statement with the request for retirement/transfer to the FMCR **and must be action dated at least 1 day prior to the request for retirement/transfer to the FMCR:**



## 100203. LDO RETIREMENT/FMCR REQUESTS (TTC 036).

1. If the Marine requesting retirement is an LDO with temporary officer service (prior to acceptance of the LDO appointment), the following supporting information must be reported with the request **and must be action dated at least 1 day prior to the request for retirement/transfer to the FMCR:**

# MCTFSPRIM

TTC 036 000      OFF SVC      TO      |

8-byte DOA (YYYYMMDD)      ↑

8-byte FROM (YYYYMMDD) acceptance of previous appointment.      ↑

8-byte (YYYYMMDD) date of termination of previous appointment      ↑

2. If the Marine requesting retirement is an LDO with no other previous officer service or has previous warrant officer service, the following supporting information must be reported with the request **and must be action dated at least 1 day prior to the request for retirement/transfer to the FMCR:**

TTC 036 000      OFF SVC      TO      |

8-byte DOA (YYYYMMDD)      ↑

8-byte (YYYYMMDD) date of acceptance of LDO appointment or ED of acceptance of appointment to CW02 (always enter the earlier ED)      ↑

8-byte ED (YYYYMMDD) of requested retirement      ↑

100204. TWENTY-YEAR LETTER DATE (TTC 445).

This transaction provides Headquarters with the capability to report the date a letter was sent to inform a reservist that he/she will be completing 20 years of qualifying service for retirement.

TTC 445 000      SENT 20 YR LTR      EFF DATE      | (CMC)

1-byte code 'A' or 'D'      ↑

8-byte ED (YYYYMMDD) letter sent      ↑

100205. RETIREMENT WITH A PERCENT OF DISABILITY (TTC 756).

This transaction provides Headquarters with the capability to report the percent of disability that the member rates.

TTC 756 000      PERCENT DISABILITY      EFF      | (CMC)

3-byte percentage of disability (i.e., 0 to 100%)      ↑

8-byte ED (YYYYMMDD) disability percent approved      ↑

100206. RETIREMENT ELIGIBILITY REQUIREMENT MET (TTC 762).

This transaction provides Headquarters with the capability to report the date the retirement eligibility requirements have been met for a retiree.

TTC 762 000      RETIREMENT ELIGIBILITY REQ MET      | (CMC)

8-byte ED (YYYYMMDD) all retirement eligibility requirements are met (i.e., 20 years, age, service)      ↑

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### 100207. REQUEST HELD IN ABEYANCE (SUSPENSE) (TTC 764).


This transaction provides Headquarters with the capability to temporarily delay any request or approvals for Retirement, transfer to the FMCR, Resignation, or Discharge.

TTC 764 000 REQUEST HELD IN ABEYANCE \_\_\_\_\_ | (CMC 548XX)

1-byte reason code

('M' = Medical, 'L' = Legal or

'I' = Convenience of the Government) \_\_\_\_\_




### 100208. MANDATORY RETIREMENT/SEPARATION DATE (TTC 765).

This transaction provides Headquarters with the capability to report the mandatory retirement/separation date that the member must retire or separate.

TTC 765 000 MANDATORY RETIREMENT/SEPARATION DATE \_\_\_\_\_ | (CMC)

8-byte ED (YYYYMMDD) member must retire by \_\_\_\_\_




### 100209. REQUESTS FOR RESIGNATION (TTC 773).

1. All requests for resignation by officers (regular and reserve) must be submitted.

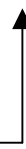
a. The following transaction will be reported for regular or reserve officers who desire resignation from the regular or the reserve component, respectively, and is only applicable if no further obligated service remains.

TTC 773 002 REQ RESGN \_\_\_\_\_ PDD \_\_\_\_\_ |

8-byte ED (YYYYMMDD) planned  
resignation \_\_\_\_\_



8-byte ED (YYYYMMDD) planned detachment \_\_\_\_\_



**NOTE 1:** The planned resignation date is the last day in the Marine Corps, regular or reserve component, as applicable.


**NOTE 2:** The Planned Detachment Date (PDD) for regular component personnel is the date after which the Marine will no longer be physically present at the unit. Ensure periods of permissive TAD (house and job hunting) and periods of leave are accounted for. The PDD must be prior to or equal to the requested resignation date.

**NOTE 3:** The PDD for reserve component personnel is always equal to the requested resignation date.

b. The following transaction will be used for regular component personnel who have no obligated service remaining but desire a reserve commission, for regular component personnel who desire resignation but have obligated service remaining, or for members of the AR program:

TTC 773 005 REQ RESGN WITH RES COMMISSION \_\_\_\_\_ PDD \_\_\_\_\_ |

8-byte ED (YYYYMMDD) planned resignation \_\_\_\_\_



8-byte ED (YYYYMMDD) planned detachment \_\_\_\_\_



**NOTE 1:** The planned resignation date is the last day in the regular component.

**NOTE 2:** The PDD for regular component personnel is the date after which the Marine will no longer be physically present at the unit. Ensure periods of permissive TAD (house and job



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hunting) and periods of leave are accounted for. The PDD must be prior to or equal to the planned resignation date.

2. All requests for resignation will be answered by UD entry submitted by the CMC (MMSR). The response will appear on the RU's DFR and will show the request pending, then the request is either approved or disapproved.

### 100210. REQUESTS FOR RETIREMENT OR TRANSFER TO THE FMCR (TTC 773).

1. All requests for retirement or transfer to the FMCR will be submitted by the RU via the UD after having fully determined the Marine's eligibility based upon the criteria listed in MCO P1900.16. The requested date of retirement or transfer is known as the Planned Reenlistment/Retirement (PRR) extension date. The requested date of retirement, for officers or enlisted with 30 years or more of service, must be the 1st day of the month. The requested date of transfer to the FMCR must be either the last day of the month or the Marine's EAS. The UD statement to be reported will depend upon the Marine's location; for example, CONUS or overseas. **Submit a request via UD no earlier than 14 months and no later than 4 months prior to the requested date.**

2. The following statements will be reported for CONUS-based Marines to request retirement or transfer to the FMCR, as appropriate:

```

TTC 773 000      _____REQ RET_____PDD _____|
TTC 773 003      _____REQ FMCR_____PDD _____|
8-byte DOA if other      ^           ^           ^
than UD ED (YYYYMMDD)____^____^____^
8-byte ED (YYYYMMDD) (PRR)____^____^____^
8-byte ED (YYYYMMDD) planned detachment____^____^____^
  
```

3. The following statements will be reported for Overseas-based Marines to request retirement or transfer to the FMCR, as appropriate. The MCC's available as separation locations are identified in MCO P1900.16.

```

TTC 773 001      REQ RET_____MCC_____PDD_____|
TTC 773 004      REQ FMCR_____MCC_____PDD_____|
8-byte ED (YYYYMMDD)      ^           ^           ^
PRR_____^____^____^
MCC from which Marine desires to
retire or transfer to the FMCR____^____^____^
8-byte ED (YYYYMMDD) planned detachment____^____^____^
  
```

4. The Planned Reenlistment Extension Retirement Date (PRR) is restricted to use by HQMC (RUC 548xx) and is used to populate or update the planned reenlistment/extension/retirement date. Report as follows:

```

TTC 784 000  PLANNED REENL EXT RETIRE DATE_____|(CMC only)
8-byte ED (YYYYMMDD) PRR_____^_____
  
```


5. The Planned Detachment Date (PDD) must be reported for Marines (either regular or reserve) on AD who request AD retirement or transfer to the FMCR. PDD is the date after which the Marine will no longer be physically present at the unit (ensure periods of permissive TAD (house and job hunting) and periods of leave are accounted for). This date is used for planning purposes at HQMC. For TTC 773, sequences 000 and 001, the PDD is one day prior to the requested retirement date (the retired date is the first day of the month **after**

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release from AD) **if no leave or permissive TAD is taken**. For sequences 003 and 004, the PDD is equal to the requested transfer date (the last day on AD) **if no leave or permissive TAD is taken**. If HQMC approves a different PRR date than the date requested, the unit will receive an advisory to update the PDD.

a. The following statement will be used to report a PDD or to change a previously reported PDD:

TTC 785 000                      PLANNED DETACHMENT DATE \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) PDD  
(must be greater than  
or equal to the DOA) \_\_\_\_\_



b. This transaction will generate an advisory to HQMC (MMSR) with the same English description as the transaction.


5. All requests for retirement or transfer to the FMCR entered via the UD will be answered by CMC (MMSR). The response will appear on the RU's DFR and will approve the request, disapprove the request, or request additional information. A history statement explanation will be provided. Overseas-based Marines requesting a retirement/FMCR MCC via the UD will be notified by PCS orders of the decision regarding their request. It is important to note that a request for a major command is considered appropriate and it will post to Duty Preference First Choice.

100211. Reserve Retirement. (TTC 773 006).

1. All requests for reserve retirement will be submitted by the Reserve RU via the UD after having fully determined the Marine's eligibility based upon the criteria listed in MCO P1900.16. These entries **will not process** if the Marine is on AD at the time of the request. If this situation should occur, contact the CMC (MMSR-5). All requests for retirement must have an effective date prior to the Reserve ECC. Submit a request via UD no earlier than 14 months and no later than 4 months prior to the requested date.


a. The following statement will be used to request transfer to the Reserve Retired List awaiting pay at age 60. The requested date of retirement is always the first day of the month.

TTC 773 006                      REQ TR RET RES AWTG PAY AT AGE 60 \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) of planned retirement \_\_\_\_\_




b. The following statement will be used to request transfer to the Reserve Retired with pay because the Marine has reached the 60th birthday. The requested date of retirement is the 60th birthday. **This entry will not process if the Marine is on AD at the time of the request.**

TTC 773 007                      REQ TR RET RES WITH PAY \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) of 60<sup>th</sup> birthday \_\_\_\_\_



c. Honorary retirement. The following statement will be used to request transfer to the Retired Reserve without pay (honorary retirement). The requested date of retirement is always the first day of the month. **This entry will not process if the Marine is on AD at the time of the request.**

TTC 773 008                      REQ TR RET RES WITHOUT PAY \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) of planned retirement \_\_\_\_\_



2. All requests for reserve retirement entered via the UD will be answered by the CMC (MMSR). The response will appear on the RU's DFR and will show the request pending, then the request is either approved or disapproved.

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100212. SELECTED RESERVE TRANSITION BENEFITS (TTC 913).


1. Reserve Transition Benefits (RTB) are available to members involuntarily separated from the Selected Reserve (to include Active Reserve (AR) Marines) after 1 October 1991. Benefits providing Reserve Involuntary Separation Pay (RISP), Reserve Special Separation Pay (RSSP), or Early Qualification for Retirement awaiting pay at age 60 are available to certain members separated or transferred from 11 March 1993 through the end of the force drawdown period.

2. The force drawdown period is currently scheduled to end on 1 October 2001. If it is extended through the National Defense Legislative Act, benefits will terminate upon the approved effective end of the force drawdown period.

3. Information, policies, and procedures for the RTB program can be found in MCO 1900R.17. Additional guidance is available through the CMC (RAP).

4. Report the following for SMCR Marines approved for benefits described in this paragraph:

TTC 913 000                      SELRES TRANSITION PROG TYPE \_\_\_\_\_

1 byte program type from below \_\_\_\_\_ 

<u>CODE</u>	<u>PROGRAM TYPE</u>
R	Special Separation Pay (involuntary separation) (RSSP)
V	Special Separation Pay (voluntary separation)
Q	Early Qualification for retired pay at age 60 (involuntary separation)
E	Early Qualification for retired pay at age 60 (voluntary separation)
L	Separation pay (6-15 years of service) (RISP)
M	Early Retirement Eligibility for Medically Disqualified Members (15-19 years of service)
X	Other (RTB)

**NOTE:** TTC 913 000 may only be reported by RUC's 00404, 14001, 20015, 29050, 548XX, 88740, 88720, 88850, 88889, 88890, and 88891

a. The COMMARFORRES will report:

(1) X - Other (to be reported on Marines with 1 or more years but less than 6 years of qualifying service when involuntarily separated from the Selected Reserve.)

(2) L - Separation pay (6 or more years but less than 15 years of qualifying service when involuntarily separated from the Selected Reserve.)

b. The CMC (MMSR) will report:

(1) Q - Early qualification for retired pay (involuntary separation)

(2) R - Special Separation pay (involuntary separation)

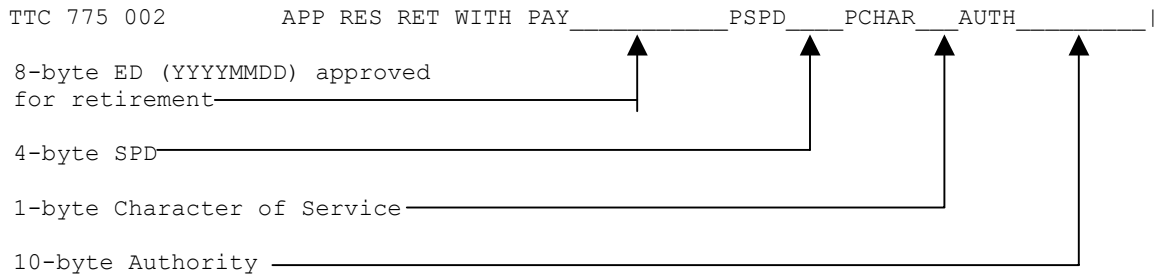
5. Report the UD entry for MGIB-R eligible Marines prior to transfer to the IRR or Retired Reserve using TTC 906 000 Reserve Montgomery GI Bill Eligible Code 'T'. The ED for MGIB-R code 'T' will be the date the command receives the approval letter for RTB for the individual Marine.

6. RU's will prepare and submit a NAVMC 11200 to DFAS-KC/FBPB for payment for those Marines in receipt of RSSP and RISP benefits.

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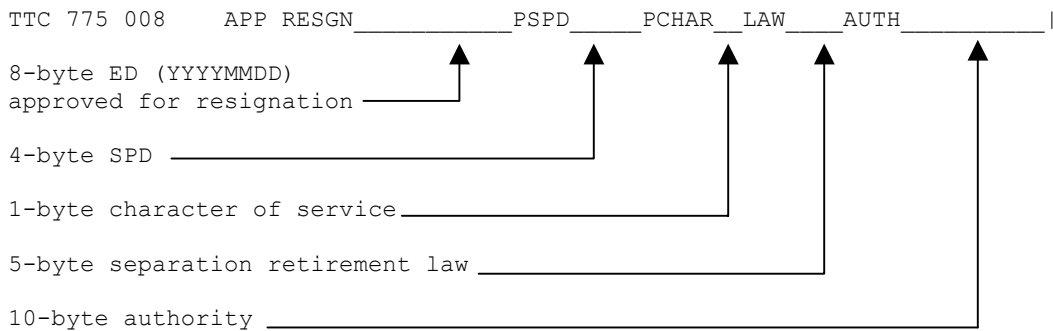
100213. APPROVED RESERVE RETIREMENT WITH PAY. (TTC 775).

This transaction provides Headquarters with the capability to approve a request for Disability and Reserve Retirements Approved.



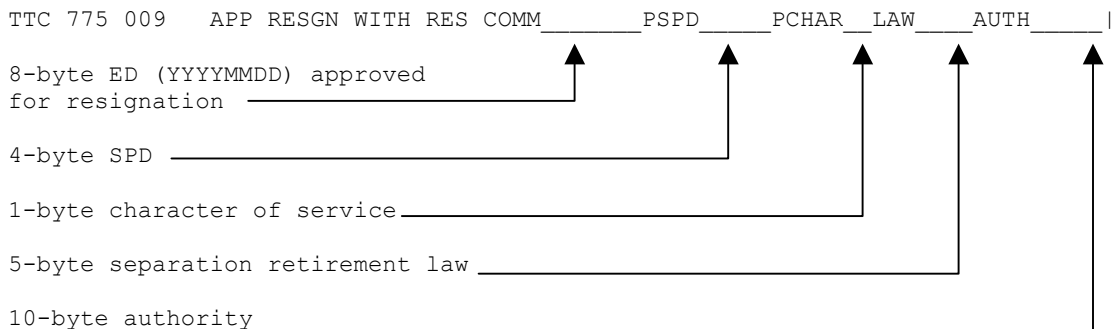
100214. APPROVED RESIGNATION (TTC 775).

This transaction provides Headquarters with the capability to approve a request for Resignation.



100215. APPROVED RESIGNATION WITH RESERVE COMMISSION (TTC 775).

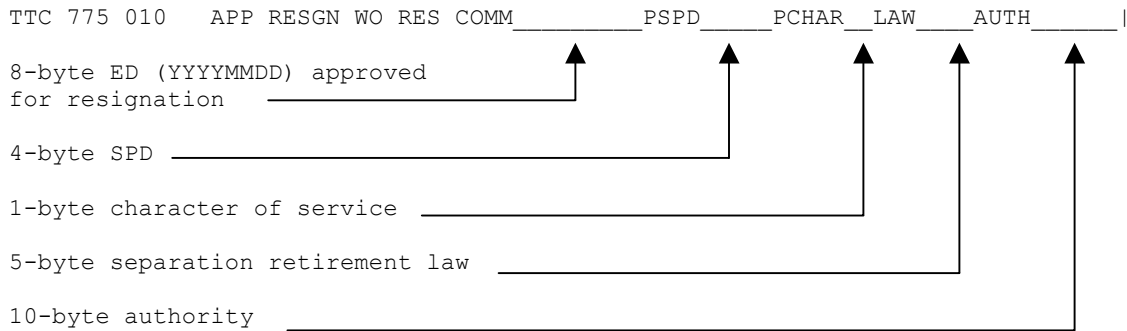
This transaction provides Headquarters with the capability to approve a request for resignation with a Reserve Commission.



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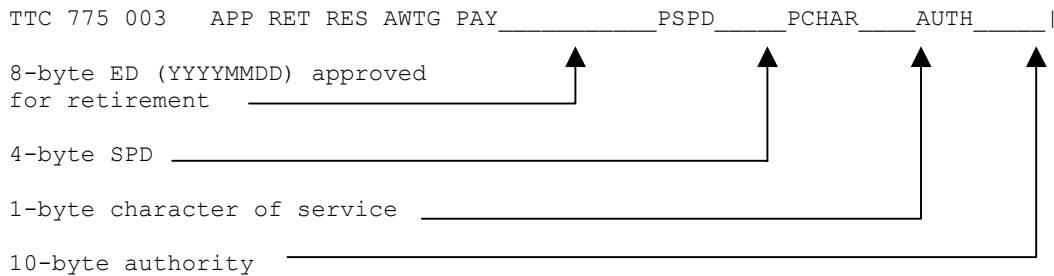
100216. APPROVED RESIGNATION WITHOUT RESERVE COMMISSION (TTC 775).

This transaction provides Headquarters with the capability to approve a request for resignation without a Reserve Commission.



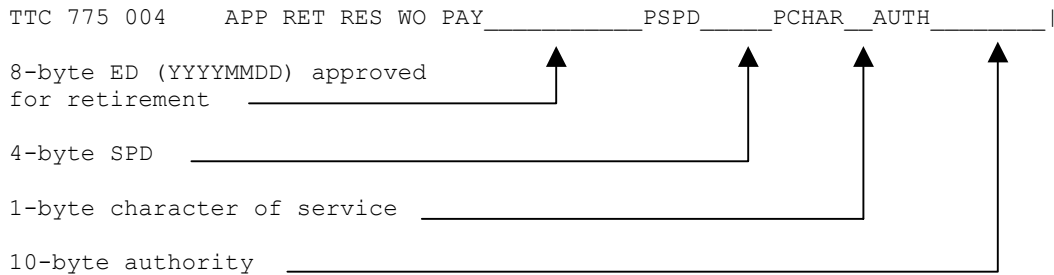
100217. APPROVED RESERVE RETIREMENT AWAITING PAY (TTC 775 003).

This transaction provides Headquarters with the capability to approve a request for Reserve Retirement.



100218. APPROVED RESERVE RETIREMENT WITHOUT PAY (TTC 775).

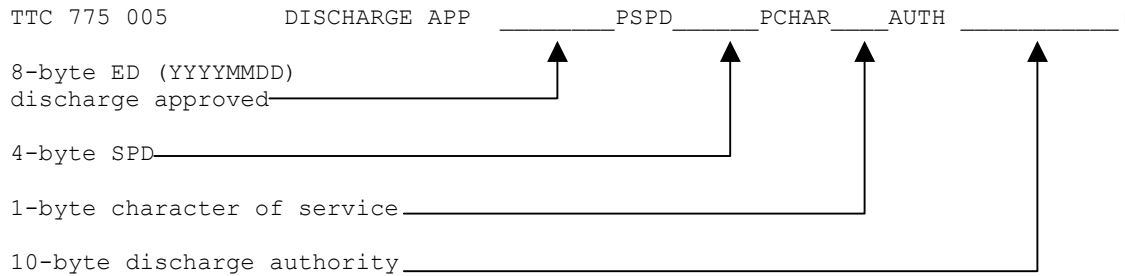
This transaction provides Headquarters with the capability to approve a request for Reserve Retirement Approved.



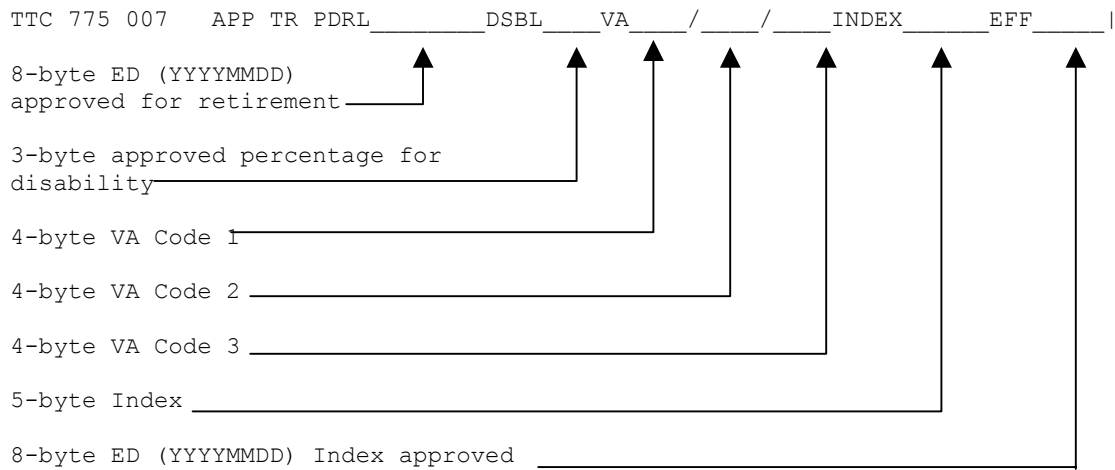
# MCTFS

## 100219. APPROVED DISCHARGE (TTC 775).

This transaction provides Headquarters with the capability to report the approval of a discharge request.

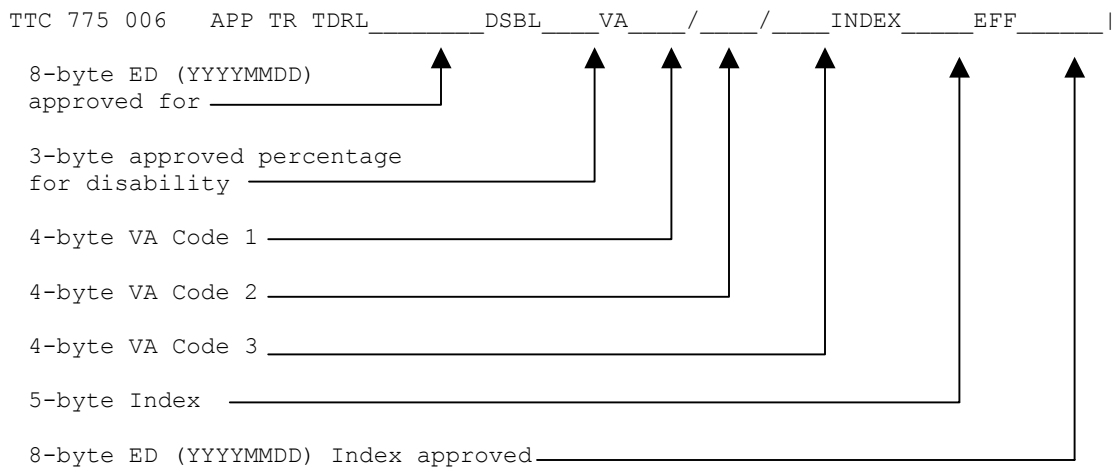


## 100220. APPROVED TRANSFER TO THE PERMANENT DISABILITY RETIRED LIST (TTC 775).



## 100221. APPROVED TRANSFER TO THE TEMPORARY DISABILITY RETIRED LIST (TTC 775).

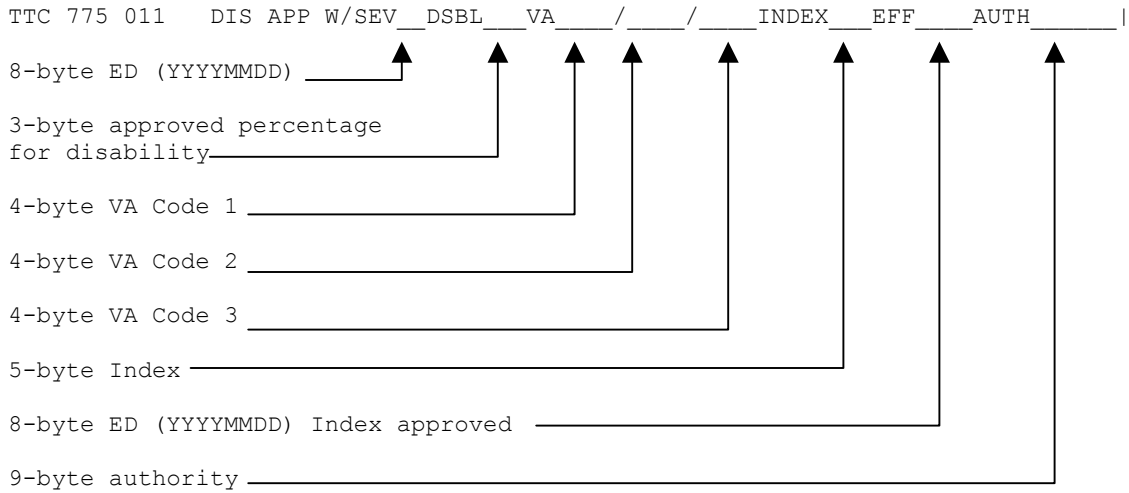
This transaction provides Headquarters with the capability to approve a request for Approval on an individual that has been found temporarily disabled.



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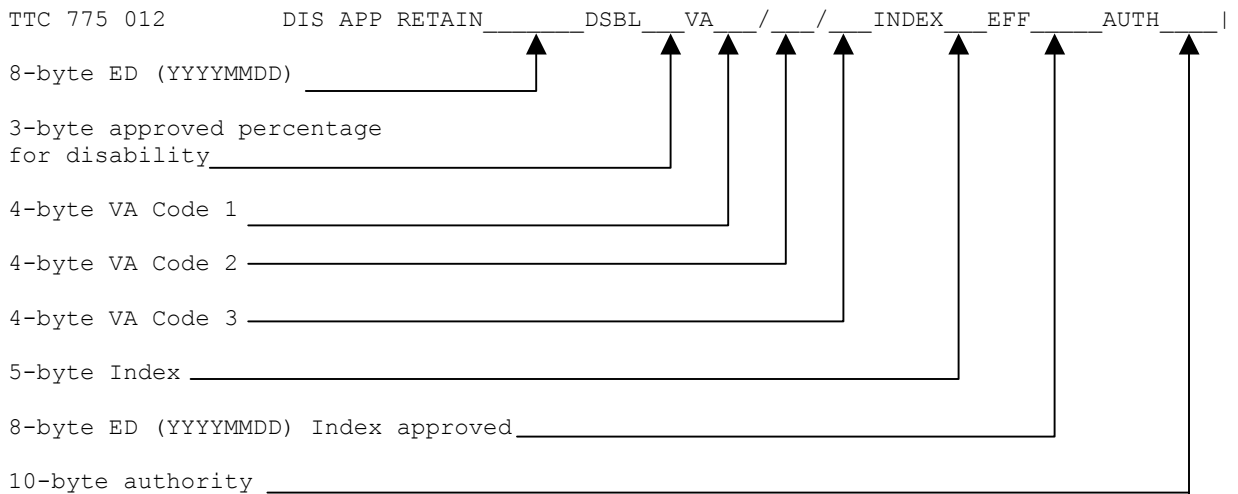
100222. APPROVED DISCHARGE WITH SEVERANCE PAY (TTC 775).

This transaction provides Headquarters with the capability to report the approval of a discharge with severance pay. This transaction can be reported on Active Duty, Reserve and personnel on the TDRL.



100223. APPROVED RETAIN AFTER DISCHARGE (TTC 775).

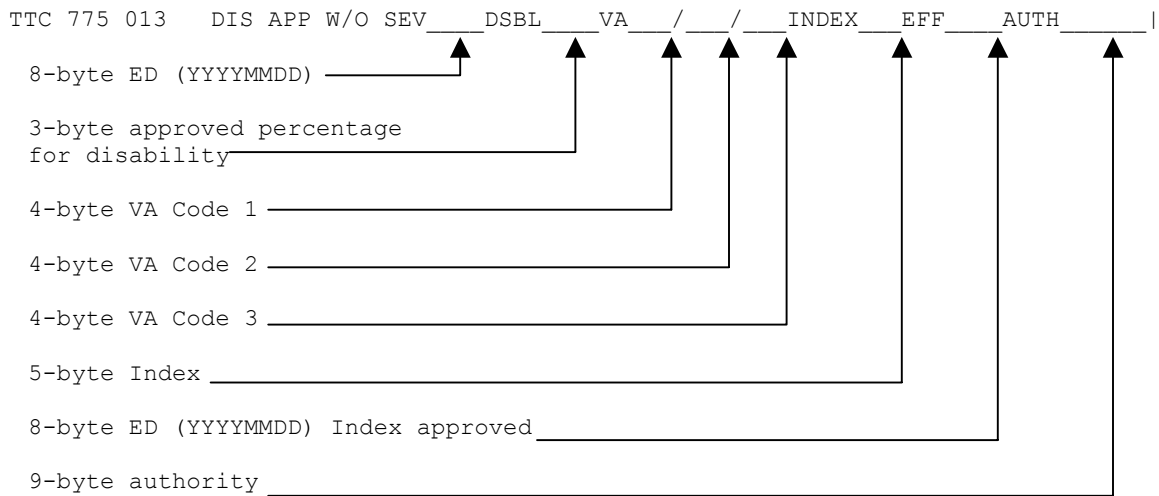
This transaction provides Headquarters with the capability to report the approval of a discharge for a member on the Temporary Disability Retired List who elects to go back on Active Duty.



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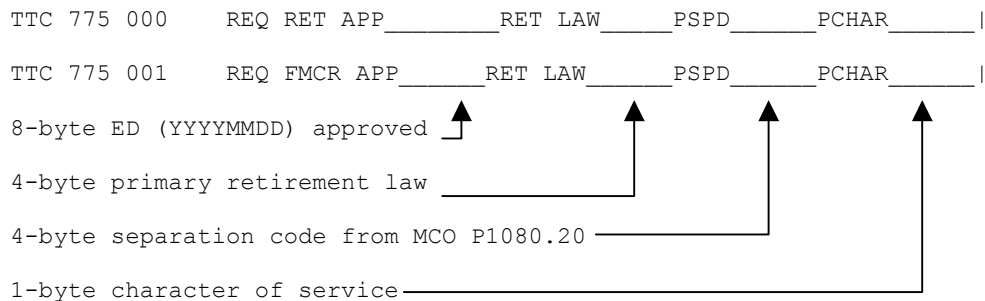
## 100224. APPROVED DISCHARGE WITHOUT SEVERANCE PAY (TTC 775).

This transaction provides Headquarters with the capability to report the approval of a discharge without severance pay. This transaction can be reported on Active duty, Reserve and TDRL personnel.



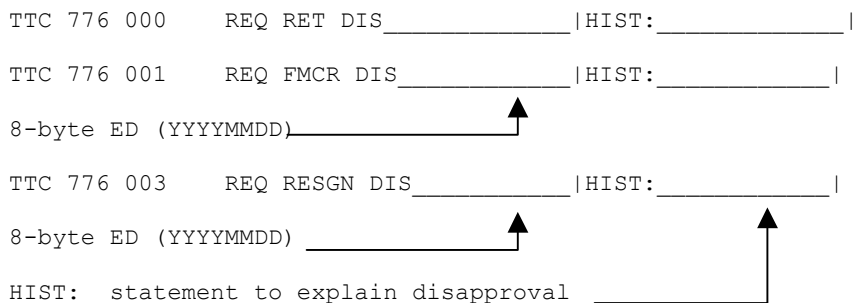
## 100225. APPROVED REQUEST RETIREMENT OR TRANSFER TO THE FMCR (TTC 775).

This transaction provides Headquarters with the capability to **approve** a request for transfer to the FMCR or request for active duty retirement.



## 100226. DISAPPROVED REQUEST RETIREMENT, TRANSFER TO THE FMCR, OR RESIGNATION (TTC 776).

This transaction provides Headquarters with the capability to **disapprove** a request for transfer to FMCR, Resignation or Retirement:





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## 100227. DISAPPROVED DISCHARGE (TTC 776).

This transaction provides Headquarters with the capability to report the disapproval of a requested discharge.

TTC 776 002          DISCHARGE DISAPPROVED AUTH PAR \_\_\_\_\_|  
 9-byte reason discharge disapproved\_\_\_\_\_↑

## 100228. PENDING REQUEST RETIREMENT, TRANSFER TO THE FMCR, OR RESIGNATION (TTC 774).

This transaction provides Headquarters with the capability to report the **pending** status of request for transfer to the FMCR, Resignation or Retirement.

TTC 774 000      REQ RET PEND \_\_\_\_\_|HIST: \_\_\_\_\_| (CMC)  
 TTC 774 001      REQ FMCR PEND \_\_\_\_\_|HIST: \_\_\_\_\_|  
 TTC 774 002      REQ RESGN PEND \_\_\_\_\_|HIST: \_\_\_\_\_|  
 8-byte ED (YYYYMMDD) to  
 acknowledge receipt of request\_\_\_\_\_↑  
 HIST: statement to explain action required\_\_\_\_\_↑

## 100229. REQUEST RESERVE RETIREMENT PENDING (TTC 774).

TTC 774 003      RES RET REQUEST PENDING RER FLAG\_\_|  
 1-byte A/N flag\_\_\_\_\_↑

<u>CODE</u>	<u>DESCRIPTION</u>
C	Reserve Retirement awaiting pay age 60
D	Reserve Retirement with pay
E	Reserve Retirement without pay

## 100230. WITHDRAWN REQUEST RETIREMENT, TRANSFER TO THE FMCR, OR RESIGNATION. (TTC 777).

This transaction provides Headquarters RUC's (548XX) with the capability to report the request for transfer to the FMCR, Resignation or Retirement that have been withdrawn.

TTC 777 000      REQ RET WDN \_\_\_\_\_|HIST: \_\_\_\_\_|  
 TTC 777 001      REQ FMCR WDN \_\_\_\_\_|HIST: \_\_\_\_\_|  
 TTC 777 002      REQ RESGN WDN \_\_\_\_\_|HIST: \_\_\_\_\_|  
 8-byte ED (YYYYMMDD) to  
 acknowledge HQMC receipt  
 of the transaction\_\_\_\_\_↑  
 HIST: statement to explain reason\_\_\_\_\_↑

## 100231. RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP) (TTC 850).

1. Marine reservists who make an RCSBP election when they become eligible for retirement; however, they are not entitled to retired pay until age 60. This data provides the CMC and commanders with data necessary in the event of the member's death.

2. Upon receipt and verification of supporting documentation from eligible Marines the CMC will report RCSBP, which can be viewed in MCTFS.

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3. To report a Marine reservist's RCSBP report as follows:

TTC 850 000	RCSBP OPT	TYPE	LEVEL	AMT	
1-byte option	_____	↑	↑	↑	↑
(NOTE 1)					
1-byte type of coverage	_____		↑		
(NOTE 2)					
1-byte level of coverage	_____			↑	
(NOTE 3)					
4-byte amount of reduced coverage	_____				↑
(NOTE 4)					

**NOTE 1:** RCSBP Option Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Does not wish to make an election at this time
B	Elects RCSBP coverage for an annuity to begin on his 60 <sup>th</sup> birthday or the day after the date of death, whichever is later.
C	Elects RCSBP coverage for an annuity to begin on the day after the date of death, whether before or after their 60 <sup>th</sup> birthday.

**NOTE 2:** RCSBP Type of Coverage Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Spouse Only
B	Spouse and Children
C	Children only
D	Former spouse only
E	Former spouse and children
F	Natural person with insurable interest

**NOTE 3:** RCSBP Level of Coverage Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
F	Full
R	Reduced

**NOTE 4:** (If the member elects full coverage report the amount as zeros, however, if the member elects reduced coverage then a whole dollar amount must be specified.)

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## SECTION 3: RETIREMENT SERVICE TOTALS

### 100300. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Retirement Totals. Detailed reporting information is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
750 000 TOTAL MILITARY SERVICE_____	HQ	N	N
751 000 TOTAL ACTIVE MILITARY SERVICE_____	HQ	N	N
752 000 TOTAL MULTIPLIER SERVICE_____	HQ	N	N
759 000 TOTAL COMMISSIONED SERVICE_____	HQ	N	N
760 000 TOTAL CAREER SERVICE PAY_____	HQ	N	N
761 000 CAREER INACTIVE DUTY POINTS_____	HQ	N	N
766 000 TOTAL CRUISE SERVICE_____	HQ	N	N
768 000 TOTAL QUALIFYING SERVICE_____	HQ RES	N	N
769 000 TOTAL ACTIVE CONSTRUCTIVE SERVICE_____	HQ	N	N
770 000 TOTAL CONSTRUCTIVE SERVICE_____	HQ	N	N
771 000 TOTAL INACTIVE SERVICE_____	HQ	N	N


### 100301. TOTAL MILITARY SERVICE.

Report total military service on a retiree as follows:

TTC 750 000 TOTAL MILITARY SERVICE\_\_\_\_\_|

6-byte total years, months, and days \_\_\_\_\_|

(i.e., 260310 for 26 years, 3 months, 10 days)




### 100302. TOTAL ACTIVE MILITARY SERVICE.

To change the total active military service report as follows:

TTC 751 000 TOTAL ACTIVE MILITARY SERVICE\_\_\_\_\_|

6-byte total years, months, and days (i.e., 260310) \_\_\_\_\_|




### 100303. TOTAL MULTIPLIER SERVICE

To report total multiplier service on a retiree report as follows:

TTC 752 000 TOTAL MULTIPLIER SERVICE\_\_\_\_\_|

6-byte total years, months, and days (i.e., 260310) \_\_\_\_\_|



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### 100304. TOTAL COMMISSIONED SERVICE.

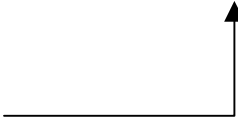
To report total commissioned service on an officer or prior officer report as follows:

TTC 759 000 TOTAL COMMISSIONED SERVICE\_\_\_\_\_ |

6-byte total years, months,  
and days (i.e., 260310)

Officer must have 10 years

or more commissioned service \_\_\_\_\_




### 100305. TOTAL CAREER SERVICE PAY.

To change the total career service for pay on a reservist report as follows:

TTC 760 000 TOTAL CAREER SERVICE PAY\_\_\_\_\_ |

6-byte total years, months,  
and days (i.e., 260310) \_\_\_\_\_




### 100306. TOTAL CRUISE SERVICE.

To report total cruise service on a potential retiree report as follows:

TTC 766 000 TOTAL CRUISE SERVICE\_\_\_\_\_ |

4-byte total months and days of  
Naval Service (i.e., 1003) \_\_\_\_\_




### 100307. TOTAL QUALIFYING SERVICE.

To report total qualifying service on a reserve retiree report as follows:

TTC 768 000 TOTAL QUALIFYING SERVICE\_\_\_\_\_ | (RUC's 548XX and  
88889 ONLY)

6-byte total years, months, and days member  
has spent in a reserve component (i.e., 260310) \_\_\_\_\_




### 100308. TOTAL ACTIVE CONSTRUCTIVE SERVICE.

To change the total active constructive service report as follows:

TTC 769 000 TOTAL ACTIVE CONSTRUCTIVE SERVICE\_\_\_\_\_ |

6-byte total years, months,  
and days (i.e., 260310) \_\_\_\_\_



### 100309. TOTAL CONSTRUCTIVE SERVICE.


To report total constructive service report as follows:

TTC 770 000 TOTAL CONSTRUCTIVE SERVICE\_\_\_\_\_ |

6-byte total years, months,  
and days (i.e., 260310)

Officer must have 10 years

or more commissioned service \_\_\_\_\_



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100310. TOTAL INACTIVE SERVICE.

To report total inactive report as follows:

TTC 771 000 TOTAL INACTIVE SERVICE \_\_\_\_\_ |  
6-byte total years, months,  
and days (i.e., 260310) \_\_\_\_\_ |

100311. CAREER INACTIVE DUTY POINTS (TTC 761).

This transaction provides Headquarters RUC's (548XX) with the capability to adjust career inactive duty points on a Reservist.

TTC 761 000 CAREER INACTIVE DUTY POINTS \_\_\_\_\_ |  
5-byte total number of points \_\_\_\_\_ |  
(for example, 1521)

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## SECTION 4: PHYSICAL EVALUATION BOARD (PEB)

100400. INTRODUCTION.

1. This Section contains items that pertain to PEB findings. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ or Reg. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.


					REPORTING	DEL/	DEL/
					AUTHORITY	ADD	ERR
113	000	PEB	COMPLETE/HOME	AWTG ORDERS_____EFF__	HQ REG	N	N
114	000	PEB	FOUND FIT_____EFF_____	HQ	N	N	
772	000	PEB	INDEX NUMBER	APPROVAL DATE	HQ	N	N


100401. Awaiting Action Physical Evaluation Board (PEB) (TTC 113).

1. A Marine who has been found unfit for duty by a PEB and for whom continued treatment is not warranted may, subject to the Marine's consent, be ordered home to await final disposition of the board proceedings. These Marines are not to be reported to MCC 'W95' while in this limited duty status.

2. The status of awaiting disposition of PEB proceedings must be reported and will automatically update a Marine's entitlements for BAS but not for BAH entitlements (see DoDFMR). The hour and date of arrival home or to such other place elected will be the actual time and date, or a constructive hour and date, whichever is earlier. If the Marine fails to return to the CO an endorsed copy of the PCSO showing the hour and date of arrival home, use a constructive hour and date. Refer to the JFTR and ACTS manual for further guidance. If a Marine has a negative or zero leave balance, the member will not accrue any leave. To report a Marine is awaiting results of PEB proceedings and is ordered home or such place that may be elected (this will generate a pay status code of 01200, which is monitored by MMSR-4):


TTC 113 000                    PEB COMPLETE/HOME AWTG ORDERS                    EFF


4-byte time arrived home or  
other place elected                    

8-byte ED (YYYYMMDD) arrived home  
or to such other place elected                    

3. To report the results of a PEB when a Marine is found "Fit For Full Duty", CMC (MMSR) will report as follows:

TTC 114 000                    PEB FOUND   FIT \_\_\_\_\_ EFF \_\_\_\_\_

5-byte PEB Index number A/N                    

8-byte ED (YYYYMMDD)                    

4. The Marine will either be separated from AD or returned to full duty as a result of the final action of the PEB proceedings. If a Regular, or **Reserve on AD for 31 days** or more, is ordered to return to duty, the following procedures apply:



- Report the correct strength category. (Chapter 6 Section 6)
- Report a change of individual location, if applicable. (Chapter 5, Section 4)
- Report changes to any entitlements, (refer to the DoDFMR).

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100402. PHYSICAL EVALUATION BOARD INDEX NUMBER.

This transaction provides Headquarters RUC's (548XX) with the capability to report the Physical Evaluation Board information.

TTC 772 000      PEB INDEX NUMBER \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

5-byte index number       

8-byte ED (YYYYMMDD) approved \_\_\_\_\_

and

```

TTC 114 000      PEB FOUND FIT_____EFF_____
5-byte index number _____▲_____▲_____
8-byte ED (YYYYMMDD) approved _____▲_____

```

100403. NOTICE OF ELIGIBILITY (NOE).

1. A Reserve reporting of awaiting action by a PEB will have no effect on pay entitlements. Entitlement to pay and allowances for a reservist incident to an injury or illness incurred while participating in IDT or AD for 30 days or less to include AT periods is established by the CMC (RAM-3). An NOE for disability benefits package (see MCO 1770.2) is required for substantiation of entitlement to pay and allowances when a reservist is ordered home awaiting results of a PEB. Report Strength Category Code '8' as required. Once Strength Category Code '8' is on file, only CMC (RAM) can change the code. Based upon the final decision of the PEB, the Marine will either be discharged, transferred to the TDRL/PDRL, or returned to duty if physically qualified. Reservists injured during periods of IDT or AD for 30 days or less will be processed for NOE benefits per MCO 1770.2 and must also have the strength category, physical classification and duty limitation statements reported. See Chapter 11 for reserve specific information.

2. Ordered Returned to Duty. Reservists ordered to return to duty will normally be released to an IDT status. Reporting will be accomplished by the CMC (RAM-3).

3. Found Unfit for Return to Duty. When it is the decision of the PEB that the Marine is unfit to return to duty, a discharge or a transfer to either the TDRL or PDRL will be made by appropriate orders. CMC (RAM) will report Strength Category Code '9'.

4. Refer to Paragraph 60417 for reserve periods or active duty 31 days or more.

5. When a reserve Marine at IADT is reported CofGM (medical hold), the Component Code changes from 'K1' to 'KB' (MCTFSCODESMAN par 1400). Prior to releasing the Marine from active duty or when the medical situation is resolved, notify your local MISSO or CMC (MIF) to change the Component Code back to 'K1'. Use an effective date of release from medical hold or one day prior to the release from active duty. A Component Code of 'K1' needs to be validated before the separation is reported. This will allow the separation code of 'MBK2' to process and set the record up to send the Marine back to the reserve community.

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## SECTION 5: DISCHARGE/DROP

### 100500. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Resignation/Discharge, Released from Active Duty, Drops, Deaths, etc. Detailed reporting information is related in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with input Reporting Authority and Corrections Indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
358 000 RECAIDE DROP__ACTIVE__MO EAS__	HQ REG	Y	N
378 000 DROP SPD__RE__ED__	HQ REG	N	N
378 001 DROP SPD__RE__RETN ACDU ED__	HQ REG RES	N	N
378 002 DROP NON MARINE ED__	HQ REG RES	N	N
390 000 DROP ACCESS ERRON	HQ REG RES	N	N
877 000 FORCE SPD__RE__	HQ RES	N	N
885 000 TR RET FR SMCR SPD__	HQ RES	Y	N
885 001 TR RET FR IRR SPD__	HQ RES	Y	N
885 002 TR RET FR ASL SPD__	HQ RES	Y	N
885 003 TR RET FR ISL SPD__	HQ RES	Y	N
885 004 TR RET FR MTU SPD__	HQ RES	Y	N

You must report a **TIMELY** and **ACCURATE** drop entry or a Reserve or Retired Marine will **NOT** receive future pay entitlements. The AD unit must ensure the UD entry is accurately reported and successfully processed. **Failure to adhere to these requirements will result in overpayment** upon separation due to the continuation of EFT and/or allotments. When a new ECC is established, refer to Chapter 3, Section 3.

### 100501. SEPARATIONS (TTC 378 000).

Separations from Active Duty (AD) procedures:

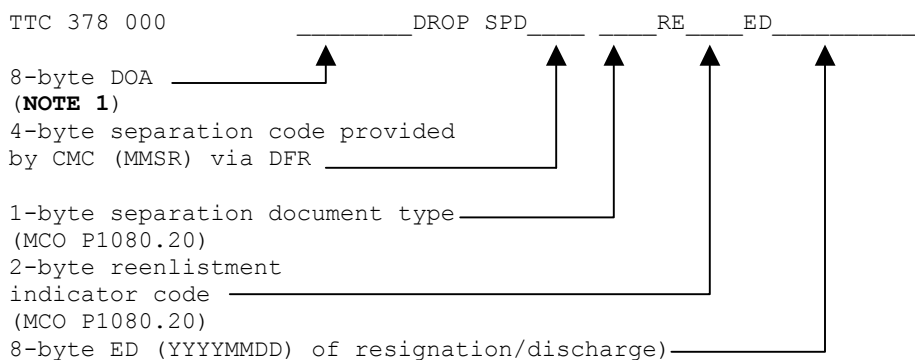
1. A Marine becomes a civilian when a Marine **has no further military obligation** of service to the Marine Corps. For example:
  - a. Death.
  - b. Resignation without acceptance of a Reserve commission.
  - c. Discharge of enlisted Marines who have completed their active service, have no obligated time remaining under the Military Selective Service (MSS) Act and will not reenter the Marine Corps/Marine Corps Reserve.
2. Personnel who have completed their active service and have obligated time remaining under the Military Selective Service (MSS) Act to include:
  - a. Reservists who are completing a period of AD in excess of 30 days (i.e., EAD, IADT, ADSW or ADT.
  - b. Marines in the Regular Marine Corps upon expiration of enlistment (EofE), extension of enlistment, or early release under a special program.
  - c. Inductees who are completing the term of induction or extension.
  - d. Resignation of regular officers with acceptance of a reserve commission.
3. Reservists on AD who have completed their active service and **are not** obligated



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under the MSS Act, but do have additional inactive service required by their contract, to include Active Reserve (AR) personnel who were not career designated and have obligated service in the inactive reserve.

4. Marines receiving an active duty or reserve retirement, or who are transferring to the FMCR.
5. Members of FMCR who have completed a period of extended AD.
6. Marines transferred to the FMCR, but retained on AD, and have subsequently completed the period of AD.
7. Marines on the retired list who have completed a period of EAD.
8. Marines transferred to the retired list, but retained on AD, and have subsequently completed the period of AD.
9. Marines who were transferred to the PDRL or TDRL, but were retained on AD, and have completed the administrative process. Refer to Section 3 of this chapter. Action Date a new home address (Chapter 5, Section 3) and telephone number (refer to Chapter 4 Section 1, one day prior to the ECC or ED report as follows:



**NOTE 1: ALL DROPS MUST ALWAYS BE ACTION DATED WITH THE SAME DATE AS THE DATE OF THE DROP.**

**NOTE 2:** The RE code for officers and enlisted reservists being released from AD upon completion of IADT will be zeros; for example '00'.

100502. RESIGNATION/DISCHARGE, OFFICERS (TTC 378).

1. Officers may be discharged upon Secretary of the Navy approval of a request to resign. In some cases, an officer may be discharged without a request for resignation having been submitted. (Refer to MCO P1900.16) For resignation of a Reserve officer, the SPD processing flag should always be a 'W'. Report TTC 378 000 shown above.

2. When an officer resigns and reenlists as an enlisted Marine and has been authorized by the CMC, the RU must report the separation on the UD, and submit a request for accession. When the accession is completed, the RU must report an INIT JOIN. Refer to Chapter 6.

3. When an officer in the Marine Corps accepts an appointment in the Marine Corps Reserve and will remain on AD, report an administrative status change (Refer to Chapter 4 Section 9). Do **not** report the discharge statement.

4. Prior to reporting a DROP, report a terminate bonus for those Marines that failed to complete the bonus program for an enlistment, reenlistment or Affiliation Bonus.

100503. RELEASE FROM AD (OFFICERS AND ENLISTED) (TTC 378 000).

1. This applies to those separations that **are not** immediately followed by reentry to AD.

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- a. Drop for immediate reenlistment.
- b. Drop to accept an officer appointment.
- c. Reversions of temporary officers.

### 100504. DROP/DEATHS (TTC 378 000).

1. RU's must ensure that the death code reported in the statement is the one that most accurately reflects the cause of death, and the circumstances regarding the death; for example, in/out of the U.S., due to training/nontraining exercise.
2. When reporting the death of a member of the reserve component, the number of IDT periods or retirement points earned during the current month must also be reported.
3. A Marine in a desertion status (refer to Chapter 7, Section 6) at the time of death, must first be joined from desertion. The join will be for administrative purposes only. Action date the join entry as the date of death, and report a history statement stating the Marine died while in a desertion status.

### 100505. RETIREMENTS.

When a Marine requests retirement, TR FMCR or resignation, the request is input by the RU via UD or may be submitted via AA Form. Headquarters (MMSR) will review each request and report a UD statement that will contain a response to each request. If a Marine requests retirement, ensure the Date LAST PHYS EXAM is reported prior to transferring the Marine to the Retired List (see Chapter 4 Section 2).

### 100506. RETIREMENT - OFFICER/ENLISTED (TTC 378 000) (AD ONLY).

1. Approval for retirement will be reported by CMC (MMSR) prior to reporting a retirement drop. The ED of the drop is dependent upon the "SEP RPT FLAG" identified on the MCTFS RT01 screen. Ensure the flag is equal to '7' (retirement approved), the ED of the drop is the enlistment/extension/retirement date minus one day. When the flag is equal to 'P' (PDRL approved by PEB) or 'T' (TDRL approved by PEB), the ED of the drop is the actual date of enlistment/extension/retirement.

2. Personnel may be retired upon:

- a. Completion of the required period of service depending on the status of the Marine.
- b. Transfer to the TDRL.
- c. Transfer to the PDRL.
- d. Approval from CMC (MMSR) to retire without pay.
- e. Completion of 30 years service (retirement from FMCR status for FMCR personnel serving on AD).

### 100507. DROP FOR CIVILIANS, OTHER SERVICE PERSONNEL AND MEMBERS FROM OTHER COUNTRIES (TTC 378).

1. This statement is used to report drops on civilians, other service personnel and members from other countries on a RU's rolls. This entry can not be future dated. Once the transaction has been processed on an individual, the record will be removed from the units rolls and from the MCTFS Master File during the next End of Month (EOM) U&E. Report as follows:

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TTC 378 002                    \_\_\_\_\_ DROP NON MARINE ED \_\_\_\_\_ |  
 8-byte DOA (YYYYMMDD)                    ↑                    ↑  
 8-byte ED (YYYYMMDD) of drop \_\_\_\_\_

100508. TRANSFER TO THE RETIRED RESERVE (TTC 885) (RESERVE ONLY).

1. MCO P1900.16 promulgates policies, procedures, guidance, and administrative instructions for reservists. MCO P1001R.1 establishes the requirements for screening the reservist for assignment between Reserve categories. Utilizing the instructions in these Manuals and other directives, as necessary, transfers to the Retired Reserve will be reported as indicated in Chapter 6.

2. Upon receipt of approval from the CMC (MMSR-5), members of the Reserve Establishment who have completed 20 years or more of qualifying service are eligible for transfer to the Retired Reserve. Report the transfer with the appropriate statement:

TTC 885 000                    \_\_\_\_\_ TR RET FR SMCR SPD \_\_\_\_\_ 00 | HIST: \_\_\_\_\_ |  
 TTC 885 001                    \_\_\_\_\_ TR RET FR IRR SPD \_\_\_\_\_ 00 | HIST: \_\_\_\_\_ |  
 TTC 885 004                    \_\_\_\_\_ TR RET FR MTU SPD \_\_\_\_\_ 00 | HIST: \_\_\_\_\_ |  
 8-byte DOA (YYYYMMDD)  
 with the ED of the  
 date transferred to  
 the retired list \_\_\_\_\_ ↑                    ↑                    ↑  
 4-byte separation code  
 1-byte separation document type  
 (as shown in MCO P1080.20) \_\_\_\_\_  
 Show the authority \_\_\_\_\_

**NOTE 1:** Prior to reporting this entry, units must verify total satisfactory years of service. In cases where the MCTFS record does not contain the correct satisfactory years of service, RU's should submit a request to MISSO-17 for corrective action by message. This must be completed prior to reporting the transfer entry on the UD.

**NOTE 2:** Prior to reporting a transfer report a new home address and telephone number, if necessary.

**NOTE 3:** The DOA for transfer to the retired reserve must be reported as the day prior to the ED of retirement. The date of transfer is normally the last day of the month.

3. The transfer entry will cause an automatic join entry for the Retired Reserve to be generated.

4. Once a statement of Transfer to the Retired Reserve has been reported, it is the responsibility of the detaching unit's CO to ensure the Service Records are forwarded to CMC (MMSB-20) and the health records are forwarded to the Department of Veterans Affairs, Service Medical Records Center (SMRC), P.O. Box 150950, St. Louis, MO 63115-8950. (See Chapter 4 Section 5 for instructions on reporting the status of health/Service Records.)

100509. DROP FOR TRANSFER TO THE FMCR INDEF (ENLISTED) (TTC 378).

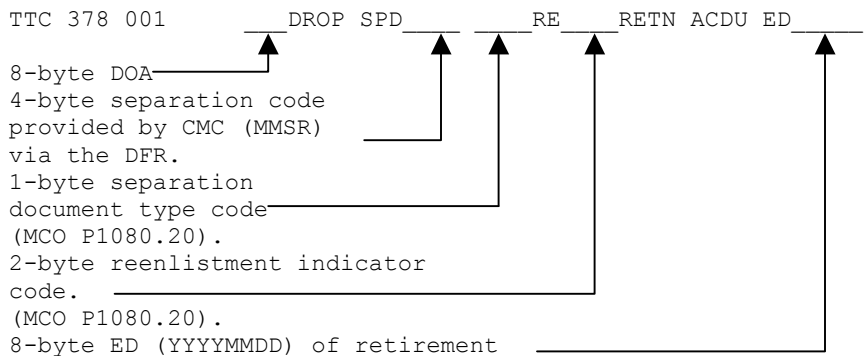
1. Transfer to the FMCR will be effective on the last day of a month unless otherwise specifically authorized. **The DROP entry must be reported not later than 3 calendar days after the date of transfer to the FMCR.**

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a. Approval for retirement must be reported by CMC (MMSR) prior to reporting a drop from AD. **The ED of the drop is dependent upon the "SEP RPT FLAG"** identified on the MCTFS RT01 screen. Ensure the flag is equal to '8' (transfer FMCR approved), the ED of the drop is the enlistment/extension/retirement date.

b. Once CMC (MMSR) has granted the transfer to FMCR, and SNM decides to change the retirement date, a written request must be submitted to justify the date change and forwarded to CMC (MMSR-2) for consideration per MCO P1900.16

2. TR to the FMCR, Retired and Retained. Retired and Retained personnel or transferred to the FMCR may be retained on AD by reason of immediate assignment to extended AD/TAD provided approval is granted by the CMC (MMSR), the statement to be reported is shown below. In addition, report the new EAS and the length of active service.



100510. DISCHARGE OF MARINES SERVING SENTENCE OF CONFINEMENT AS RESULT OF GCM (TTC 378).

Marines who are awarded a dishonorable or bad conduct discharge while confined serving a long term sentence as a result of a general court-martial will be discharged using TTC 378 000 and will be reported by HQMC RUC's 54892, or 548XX only. Refer to Chapter 7, Section 5 for CONFINEMENT.

100511. DROP RECRUITER AIDES (TTC 358).

1. Under current regulations a recruiter aide (component code 'CE') will not be assigned or extended beyond the 179 days AD limitation without a break of at least 1 day of service. If further periods of AD in excess of 30 days are authorized, the Marine must be dropped from AD utilizing the following instructions:

a. A WILL REENTER entry will be reported for those recruiter aides that will perform another period of AD in excess of 30 days with only a 1 day break in service. This statement will be reported as soon as it is known that the Marine will perform another period of AD. In this regard, RU's will submit requests for new periods of AD for recruiter aides at least 60 days prior to the expiration of the current period of AD. The WILL REENTER entry must be reported no earlier than 90 days, but no later than 45 days, prior to ECC.

b. After processing and acceptance of the RECAIDE DROP statement the AD unit will receive a DFR message, "RECORD ACTIVATED, RPT INIT JOIN TO START PAY AND ALLOWANCES".

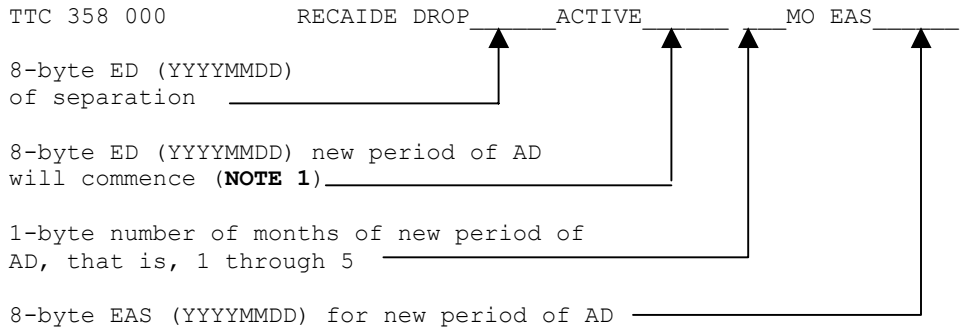
c. The RECAIDE DROP statement **must** be reported not the regular drop in those cases where the recruiter aide is going to be authorized a further period of AD in excess of 30 days and will have a break in service of **1 day only**.

d. For those recruiter aides who will have a break in AD service of **2 days or more**, the Marine must be RELADU. The Reserve unit must join the Marine from AD and then transfer the Marine to AD.

e. The AD unit will report an INIT JOIN (refer to Chapter 6 Section 2), statement on the recruiter aide without the Reserve unit being required to join the Marine from AD. Transfer the Marine to AD when the new period of AD commences. This statement is for **ONLY** those

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recruiter aides who are authorized a period of AD in excess of 30 days with a break in service of 1 day. Report as follows:



**NOTE 1:** The New Period of AD dates **MUST** be future dated to the date of the drop.

**NOTE 2:** The ACTIVE date for the RECAIDE DROP statement must be greater than the ED of separation by 2 days. For **EXAMPLE**, if the ED of separation is 20000531, the ACTIVE date must be 20000602. The date of the INIT JOIN must be the same as the ACTIVE date.

**NOTE 3:** the AD RU must submit an INIT JOIN with an action date equal to the AD date reported in the RECAIDE DROP statement.

100512. DROPS FROM THE TDRL AND RETURN TO DUTY STATUS.

Marines transferred to the TDRL are retained on the MCTFS CMF, therefore in cases where Marines are returning to AD they must be accessed to the MCTFS CMF by HAMS or ECCO accession, as applicable, as outlined in Chapter 3. Marines will be joined per the instructions for reporting an initial join (Chapter 6). Any information known to have changed since the transfer to the TDRL will be reported with the initial join.

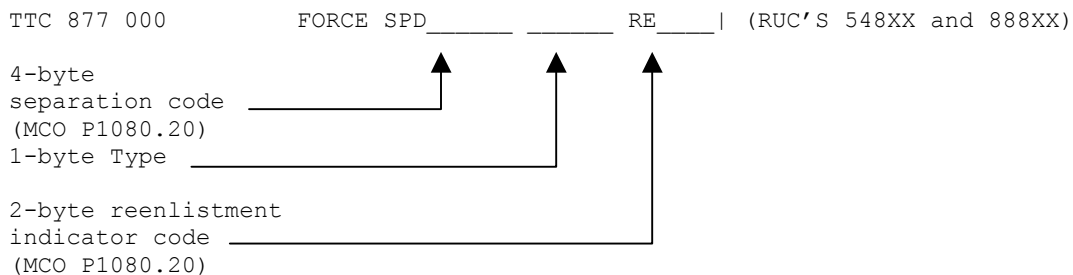
100513. DROP DUE TO ERRONEOUS ACCESSION.

This transaction is used to place a Marine's record into a separated status when it is determined that the SSN was erroneously accessed. The entry is restricted to certain RUC's, 30382, 30396, 32092, 32172, 34018, 34022, 88888, 88890, 88891, 548XX and 549XX. It is applicable to Active Duty and Reserve. (Refer to Report as follows:

TTC 390 000 DROP ACCESS ERRON|

100514. FORCE SEPARATION PROGRAM DESIGNATOR.

1. To correct an erroneous SPD code including related data after the drop has posted, report as follows:



2. Usually, this entry is used in conjunction with RES RECSTAT to correct an improperly reported drop from AD, ultimately allowing a reserve unit to report the proper JOIN FR (Chapter 6 Section 2)

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3. Reserve personnel ordered to or assigned to AD must be detached from the duty station in sufficient time to complete their authorized travel prior to the EAS.

For **EXAMPLE**: A reservist who has an EAS of 19980610, and is authorized 5 days **constructive** travel to the HOR or place of initial assignment to AD, as appropriate, the detachment date is 19980605. The release from AD date is 19980610 (date of detachment plus the authorized number of days travel).

4. There may be instances when a reservist is not authorized travel time.

For **EXAMPLE**: A reservist on AD with a unit in the immediate vicinity of the HOR or place of initial assignment to AD probably would not be authorized travel time. Reservists who are not entitled to travel time are released on their EAS which will also be the ED of release from AD.

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## SEPARATION PROGRAM DESIGNATOR (SDN) FOR DROPS

1. Retirees and FMCR's who are released from EAD will have an SPD that begins with 'V' or 'X'.
2. A SPD code of 'MBK1' cannot be reported on a member with a Comp Code of 'K1' or 'K2'.
3. A SPD code of 'MBK2' can only be reported on a member whose Comp Code is equal to 'K1' or 'K2'.
4. A SPD code of 'MBK4' can only be reported on a member whose Comp Code is 'B1', 'B2', 'B3', 'B4' or 'K6'.
5. A SPD code of 'MBK5' can only be reported on a member whose Comp Code is 'KM'.
6. Separation Codes beginning with 'L', 'M', 'N' or 'Y' must have a SPD type equal to 'H'.
7. Separation Codes beginning with 'R', 'S', 'W' or 'V' must have a SPD type equal to 'G'.
8. Separation Codes beginning with 'R', 'S', 'W', 'X', 'N' or 'V' may not be reported on an enlisted Marine with a Reserve Component Code of 'B5'.

FIGURE 10-5 SEPARATION PROGRAM DESIGNATORS

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## SECTION 6: RETIREMENTS

### 100600. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Retirements, such as Retired Date, FAN, Retirement/Separation Law Code, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
218 000 RETIRED DATE____	HQ REG RES	N	N
218 001 RETIRED DATE____ ED____	HQ REG RES	N	N
218 002 FMCR DATE____	HQ REG RES	N	N
218 003 FAN____	HQ REG RES	N	N
218 004 FAN____ED____	HQ REG RES	N	N
218 005 RETIRED CAT CODE____	HQ REG RES	N	N
219 000 STRT SUSPEND STAT____EFF_____	HQ RES	N	N
219 001 STOP SUSPEND STAT	HQ	N	N
753 000 RETIREMENT/SEPARATION LAW CODE____/____/____	HQ	N	N
755 000 RETIRED PAY GRADE CODE____EFF_____	HQ	N	N
757 000 VETERANS ADMINISTRATION CODE____/____/____EFF____	HQ	N	N
758 000 HEROISM PAY FLAG____	HQ	N	N
763 000 COMBAT RELATED DISABILITY____	HQ	N	N
767 000 ADVANCEMENT GRADE____EFF____	HQ	N	N
778 000 TDRL TO PDRL____DSBL____VA____/____/____INDEX____EFF____	HQ	N	N
778 001 TDRL TO RETIRED____SPD____LAW____	HQ	N	N
778 002 TDRL TO FMCR____SPD____	HQ	N	N
779 000 RET PROM____DOR____EFF____  <b>NOT UTILIZED</b>	HQ	N	N
779 001 RET GRADE____DOR____EFF____  <b>NOT UTILIZED</b>	HQ	N	N
779 002 RET REDUCED____DOR____EFF____  <b>NOT UTILIZED</b>	HQ	N	N
779 003 RESTORE GRADE TO____DOR____EFF____  <b>NOT UTILIZED</b>	HQ	N	N
779 004 ACCEPT APPT____USMC DOR____EFF____  <b>NOT UTILIZED</b>	HQ	N	N
779 005 ACCEPT APPT____USMCR DOR____EFF____  <b>NOT UTILIZED</b>	HQ	N	N
779 006 APPT____DOR____LCN____EFF____  <b>NOT UTILIZED</b>	HQ	N	N

### 100601. ADVANCEMENT GRADE.(TTC 767).

To approve a request for advancement grade and ED for a retiree report as follows:

TTC 767 000            ADVANCEMENT GRADE\_\_\_\_EFF\_\_\_\_\_| (CMC MMSR)

3-byte Grade \_\_\_\_\_↑

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

### 100602. HEROISM PAY FLAG.

To report if the Retiree is entitled to heroism pay report as follows:

TTC 758 000            HEROISM PAY FLAG\_\_\_\_|

1-byte '0' for No or '1' for Yes \_\_\_\_\_↑



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100603. RETIREMENT/SEPARATION LAW CODE.

To report/change the retirement law on a retiree report as follows:

TTC 753 000 RETIREMENT/SEPARATION LAW CODE\_\_\_\_/\_\_\_\_/\_\_\_\_|

5-byte Separation Law code 1 \_\_\_\_\_↑

5-byte Separation Law code 2 \_\_\_\_\_↑

5-byte Separation Law code 3 \_\_\_\_\_↑

100604. START SUSPEND STATUS EFFECTIVE DATE (PDS CODES) (TTC 219).

1. To start/stop a retirees pay account or if an individual does not take a physical, CMC (MMSR) has the authority to report TTC 219 000 START SUSP STAT code 'SR' and an ED which will send data to DFAS-CL to suspend the member's pay on the ED. In order to allow the pay to resume, CMC (MMSR) must report TTC 219 001 STOP SUSPENDED STATUS. Report as follows:

TTC 219 000 STRT SUSPEND STAT\_\_\_\_EFF\_\_\_\_|

2-byte PDS code from below\_\_\_\_\_↑

8-byte ED (YYYYMMDD) retirees pay  
is suspended\_\_\_\_\_↑

## PAY DELETE SUSPENSE CODES

<u>PAY CODE</u>	<u>DESCRIPTION</u>
NQ	Full VA Waiver
PA	Unrestricted Active Pay
PR	Account Activation Request

<u>SUSPENDED CODE</u>	<u>DESCRIPTION</u>
SA	Legal Representative Required
SB	Blocked Country
SC	Payments Undeliverable
SD	Renoucement of Pay
SE	Failure to File DD 1357
SF	COE Required
SH	Suspension with Partial SBP/RSFPP Remittance
SL	NRPS Restoration Reject
SN	Net Pay is Negative (Non-New Account)
SO	Unable to Establish Payline
SP	FCE Pay Cap
SR	TDRL Removal (Failure to Report for Physical)
SX	Other Suspension with Pay
SZ	Update Computation Reject (Non-New Account)
NA	Recall to Active Duty (30 Days or more)
NB	Full Civil Svc Annuity (Possible SBP Direct Remitter)
NC	Reduced Civil Svc Annuity
NE	TDRL Removal (Greater than 5 Years)

<u>NON-PAY CODE</u>	<u>DESCRIPTION</u>
NJ	First Pay Pending
NK	Document Start not Complete
NN	Net Pay is Negative (New Account)
NR	Reserved (Pre-Ret Processing)

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NS	Unconfirmed Death Notice
NT	Discharge from TDRL Authorized
NU	Retired and Retained on ACDU
NX	Other Suspension without Pay
NZ	Update Computation Reject (New Account)

<u>TERMINATED</u> <u>PAY CODE</u>	<u>DESCRIPTION</u>
TA	Death of Payee
TB	TDRL Removal with Severance Pay
TC	TDRL Removal without Severance Pay
TD	TDRL Removal (Reenlistment)
TN	Terminated by SecNav-NMPC
TP	Deceased Pending Balance Input
TR	Deceased Arrears Reconciled
TS	Discharge from Fleet Marine Reserve w/o reenlistment
TX	Other Termination
TY	Cross Reference Record
TZ	Administratively Deleted

100605. RETIRED PAY GRADE CODE (TTC 755).

To report a change to the retirees pay grade code report as follows:

TTC 755 000 RETIRED PAY GRADE CODE \_\_\_\_\_ EFF \_\_\_\_\_ |

2 or 3-byte valid Grade code \_\_\_\_\_ ↑

(per MCO P1080.20 \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_

100606. TEMPORARY DISABILITY RETIRED LIST TO FMCR. (TTC 778 002)

To change the status of a disability retirement report as follows:

TTC 778 002 TDRL TO FMCR \_\_\_\_\_ SPD \_\_\_\_\_ |

8-byte ED (YYYYMMDD) approved \_\_\_\_\_ ↑

status change to FMCR \_\_\_\_\_ ↑

4-byte SPD \_\_\_\_\_

(MCO P1080.20).

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100607. TEMPORARY DISABILITY RETIRED LIST TO PERMANENT DISABILITY RETIRED LIST. (TTC 778 000)

To change the status of a disability retirement report as follows:

TTC 778 000      TDRL TO PDRL \_\_\_\_\_ DSBL \_\_\_\_\_ VA \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ INDEX \_\_\_\_\_ EFF \_\_\_\_\_ |

8-byte ED (YYYYMMDD) approved for retirement \_\_\_\_\_ ↑

3-byte approved percentage for disability \_\_\_\_\_ ↑

4-byte VA Code 1 \_\_\_\_\_ ↑

4-byte VA Code 2 \_\_\_\_\_ ↑

4-byte VA Code 3 \_\_\_\_\_ ↑

5-byte Index from PEB Board \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) approved \_\_\_\_\_ ↑

100608. TEMPORARY DISABILITY RETIRED LIST TO RETIRED EFFECTIVE DATE. (TTC 778 001).

To change the status of a disability retirement report as follows:

TTC 778 001      TDRL TO RETIRED \_\_\_\_\_ SPD \_\_\_\_\_ LAW \_\_\_\_\_ |

8-byte ED (YYYYMMDD) approved or status change to FMCR \_\_\_\_\_ ↑

4-byte separation code from MCO P1080.20 \_\_\_\_\_ ↑

4-byte retirement separation law \_\_\_\_\_ ↑

100609. VETERANS ADMINISTRATION CODE (TTC 757).

This transaction provides Headquarters RUC's (548XX) with the capability to report the veterans administration code on a disability retiree.

TTC 757 000      VETERANS ADMINISTRATION CODE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EFF \_\_\_\_\_ |

4-byte VA Code 1 \_\_\_\_\_ ↑

4-byte VA Code 2 \_\_\_\_\_ ↑

4-byte VA Code 3 \_\_\_\_\_ ↑

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

100610. COMBAT RELATED DISABILITY (TTC 763).

This transaction provides Headquarters RUC's (548XX) with the capability to report a combat related disability for a retiree.

TTC 763 000      COMBAT RELATED DISABILITY \_\_\_\_\_ |

1-byte 'Y' for Yes or 'N' for No \_\_\_\_\_ ↑

100611. DISABLED IN THE LINE OF DUTY.

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1. A Marine reservist who incurs an injury, illness, or disease in the line of duty, during a period of AD, IDT, or annual training may be entitled to disability compensation. Leave however, does not accrue and no entitlement to Lump-Sum Leave (LSL) exists unless otherwise entitled. The conditions of entitlement are contained in the DoDFMR, paragraphs 80254 and 80341. Refer to MCO 1770.2 for administrative procedures and guidelines, and MCO P7220.42 for payment procedures.
2. A Notice of Eligibility (NOE) for disability benefits approved by the CMC (RAM) is required for entitlement to pay and allowances. When entitlement to disability pay and allowances is approved for Reserve Marines who incur an injury, illness, or disease, the RU will complete the appropriate NOE Benefits Certificates contained in MCO 1770.2 and submit to the CMC (RAM). UD reporting is not required. Pay is authorized by the CMC (RAM) and credited via TODE by the DFAS-KC/FPPR.
3. A reservist is authorized disability pay for a period not to exceed 6 months. Continuation of disability pay beyond 6 months requires Secretary of the Navy approval. Requests for continuation of disability pay beyond 6 months must be initiated by the reservist and submitted via the chain of command.
4. During the period the Marine is in receipt of NOE benefits for an injury, illness, or disease incurred during a period of AD (30 days or less), or IDT, the unit is responsible for ensuring a TO SK entry and the applicable duty limitation, physical risk classification and strength category codes are reported.

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## SECTION 7: SEPARATION ENTITLEMENTS

### 100700. INTRODUCTION.

1. This Section pertains to Separation Incentive/Severance Pay. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
------------------------	-------------	-------------

490 000 SEP INCENTIVE CODE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_|

HQ RES	N	N
--------	---	---

### 100701. SEPARATION INCENTIVE (TTC 490).

1. VOLUNTARY SEPARATION INCENTIVE (VSI) AND SPECIAL SEPARATION BENEFIT (SSB) INCENTIVE PAY. Cancelled in FY95 by ALMAR 303/94, DTG 050800Z Oct 94.

2. INVOLUNTARY SEPARATION PAY (ISP) (TTC 490).

a. The following statement will be used to identify personnel who are entitled to transition assistance benefits due to a reduction in force, failure of promotion, or denied reenlistment. CMC or MCRSC will report this TTC only if the separation process did not post a Separation Incentive Code or Incentive Expiration Date on the MCTFS Personal Data File. Report as follows:

TTC 490 000                      SEP INCENTIVE CODE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_|

1-byte incentive code

(listed below) \_\_\_\_\_

(MCO P1080.20)

8-byte ED (YYYYMMDD) \_\_\_\_\_

V - Voluntary Separation Incentive (VSI)

S - Special Separation Benefits (SSB)

P - Involuntary Separation Pay (ISP)

E - Early Retirement, Voluntary

F - Early Retirement, Involuntary

**NOTE:** If the transaction to report paid VSI/SSB is not run prior to separation, an advisory message will be generated to the Reserve RU instructing them to report TTC 924 (PAID VSI/SSB). This will build a record and post the separation incentive code and incentive expiration date to the MCTFS Personal Data File.

b. **This program has not been utilized by the U. S. Marine Corps since 1 October 1994.**

TTC 490 000                      SEP INCENTIVE CODE \_\_\_\_ EXPIRATION DATE \_\_\_\_\_

1-byte incentive code \_\_\_\_\_

alpha (a - z) or numeric (1 - 9)

(Most frequently used listed below)

8-byte expiration date (YYYYMMDD) \_\_\_\_\_

P - Involuntary Separation Pay (ISP)

E - Early Retirement, Voluntary

F - Early Retirement, Involuntary

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### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A, Chapter 58). <http://www.dtic.mil/comptroller/fmr/>
2. DODInst 1215.19 Uniform Reserve Training and Retirement Category Administration (pertains to IRR Musters).
3. MCO P1001R.1, Marine Corps Reserve Administrative Management Manual (MCRAMM).
4. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
5. MCO 1770.2, Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve.
6. MCO 7220.50, Marine Corps Policy for Paying Reserve Marines.
7. Marine Corps Mobilization Management Plan (MPLAN).
8. DFAS-KC 7220.31-R, Defense Finance & Accounting Service Automated Pay System Manual (APSM) (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>).

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## SECTION 1: RESERVE DRILL

### 110100. INTRODUCTION.

1. This section pertains to Reserve Drills. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
835 000 EXC DRILLS AUTH CFY _____	HQ RES	N	Y
835 001 EXC DRILLS AUTH PFY _____	HQ RES	N	Y
835 006 EXC AFTP AUTH CFY _____	HQ RES	N	Y
835 007 EXC AFTP AUTH PFY _____	HQ RES	N	Y
835 008 EXC ATP AUTH CFY _____	HQ RES	N	Y
835 009 EXC ATP AUTH PFY _____	HQ RES	N	Y
835 010 EXC RMP AUTH CFY _____	HQ RES	N	Y
835 011 EXC RMP AUTH PFY _____	HQ RES	N	Y
842 000 DRILL REG _____	HQ RES	N	Y
842 001 DRILL AFT _____	HQ RES	N	Y
842 003 DRILL EIO _____ DRDT _____	HQ RES	N	Y
842 004 DRILL ATP _____	HQ RES	N	Y
842 005 DRILL RMP _____	HQ RES	N	Y
843 000 ABSENCE EXCUS _____	HQ RES	N	Y
843 001 ABSENCE UNEXC _____	HQ RES	N	Y
844 000 DUTY APPROP _____	HQ RES	N	Y
844 001 DUTY ASSOC _____	HQ RES	N	Y
844 002 DUTY MTU _____	HQ RES	N	Y
844 003 DUTY EIN _____ DRDT _____	HQ RES	N	Y
844 004 DUTY EIN _____ ABSDT _____	HQ RES	N	Y

### 110101 INACTIVE DUTY TRAINING (IDT)

1. IDT is authorized training performed by members of the Ready Reserve not on AD, AT, or ADT, and performed in connection with the prescribed activities of the units of which they are members.

2. No more than two periods of IDT can be reported on an individual Marine per day.

3. Paid IDT consists of regularly scheduled unit training periods, Additional Training Periods (ATP's), Readiness Management Periods (RMP's), Additional Flight Training Periods (AFTP's), and Equivalent Duty Period Paid (EDP (EIO)).

4. Equivalent training (associate and appropriate duty), Equivalent Duty Period (Non-paid) (EDP (EIN)), and Mobilization Training Unit (MTU) duty are considered non-paid IDT. IDT also encompasses muster duty in the performance of the annual IRR screening program.

5. SMCR unit commanders must ensure that all IDT periods (both paid and non-paid) are reported prior to transferring a Marine to the IRR. If the IDT's are not reported or not successfully processed prior to transfer, the losing SMCR unit will notify the CG, MCRSC of the IDT periods. Upon notification from the transferring RU, the CG MCRSC will report any authorized IDT that has been performed, but not properly reported.

### 110102 PAID IDT REPORTING PROCEDURES (TTC 842).

1. Reservists will be paid for IDT actually attended, even if the IDT is subsequently declared unsatisfactory, as long as the Reservist was engaged in training for at least 4 hours of the scheduled IDT periods.



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2. Reservists may not be paid for more than 48 regular IDT periods in any fiscal year without prior CMC (RA) approval. No more than two regularly scheduled IDT periods may be reported for any one calendar day.

3. Training/pay category "P" personnel may attend regularly scheduled IDT periods while awaiting assignment to IADT. They may not exceed 48 IDT periods while a training/pay category "P".

4. Paid IDT may be reported using either group or event entries. When using an event entry, an exclusive entry will be reported when an SMCR member is absent for one or both IDT periods (when two are scheduled) or when IDT periods are declared UNSAT. See paragraph 110104 for reporting absences.

5. Report regularly scheduled unit training periods and rescheduled IDT periods (RIDT's) as follows:

TTC 842 000	_____ DRILL REG _____		
Date of IDT (YYYYMMDD) _____	↑	↑	↑
Number of IDT periods, 1 or 2 _____		↑	↑
Character of IDT code S (SAT) or U (UNSAT) _____			↑
Reason of IDT code from Figure 11-1 _____			↑

**NOTE:** When the IDT character code is 'S', the reason code must be '00'

a. Regularly scheduled IDT periods may be reported by an EVENT entry. When an individual performs a regularly scheduled IDT which is declared unsatisfactory, the entry will be an exclusion to the EVENT entry.

b. Individual or group entries will be used for this IDT when the RU conducts regularly scheduled IDT for portions of the RU on separate IDT dates.

6. A complete definition of ATP's, RMP's, AFTP's, and EIO's, including limitations and rules for their use, can be found in MCO P1001R.1. A combination of ATP's and RMP's shall **not** exceed 54 in a fiscal year.

a. ATP's are performed by SMCR members to accomplish additional required training as defined by a Unit's wartime mission or a member's CO/OIC/OpSponsor. Limited to 30 per fiscal year. Report ATP's as follows:

TTC 842 004	_____ DRILL ATP _____		
Date of IDT (YYYYMMDD) _____	↑	↑	↑
Number of IDT periods, 1 or 2 _____		↑	↑
Character of IDT code S (SAT) or U (UNSAT) _____			↑
Reason of IDT code from Figure 11-1 _____			↑

b. RMP's are performed by SMCR members to support the ongoing day-to-day operation of the unit/OpSponsor. Limited to 30 per fiscal year. Report RMP's as follows:

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TTC 842 005

\_\_\_\_\_DRILL RMP\_\_\_\_\_

Date of IDT (YYYYMMDD) \_\_\_\_\_

Number of IDT periods, 1 only \_\_\_\_\_

Character of IDT code \_\_\_\_\_

S (SAT) or U (UNSAT) \_\_\_\_\_

Reason of IDT code from Figure 11-1 \_\_\_\_\_

c. AFTP's are authorized for SMCR aircrew members for conducting aircrew training and combat crew qualifications training. AFTP's will be used to attain and maintain aircrew flying proficiency and sustain mobilization readiness. Limited to 48 per fiscal year. Report AFTP's as follows:

TTC 842 004 \_\_\_\_\_ DRILL AFT \_\_\_\_\_

Date of IDT (YYYYMMDD) \_\_\_\_\_ ↑ \_\_\_\_\_ ↑ \_\_\_\_\_ ↑

Number of IDT periods, 1 or 2 \_\_\_\_\_ ↑ \_\_\_\_\_ ↑ \_\_\_\_\_ ↑

Character of IDT code \_\_\_\_\_

S (SAT) or U (UNSAT) \_\_\_\_\_

Reason of IDT code from Table 11-1 \_\_\_\_\_

d. EIO's are performed to resolve regular IDT periods for which ENLISTED members have received excused or unexcused absences. Limited to 4 per fiscal year. Report EIO's as follows:

```

TTC 842 003          _____ DRILL EIO _____ DRDT _____
Date of IDT (YYYYMMDD) _____ ↑
Number of IDT periods, 1 or 2 _____ ↑
Character of IDT code _____ ↑
S (SAT) or U (UNSAT) _____ ↑
Reason of IDT code from Figure 11-1 _____ ↑
8-byte ED (YYYYMMDD) of the regular IDT missed _____ ↑

```

7. Excess IDT's. When circumstances arise, requests for approval to exceed the limits of the IDT periods may be authorized, provided approval is received from the CMC (RA). CMC (RA) will report the authority, and the RU will receive the authority via their DFR.

a. The CMC (RA) will report authority for excess IDT's for current fiscal year (CFY) or prior fiscal year (PFY) as follows:

TTC 835 000                  EXC DRILLS AUTH CFY        |

TTC 835 001                  EXC DRILLS AUTH PFY

Authorized excess regularly scheduled  
unit training periods/EIO's  
(between 49 and 60) \_\_\_\_\_

TTC 835 008 EXC ATP AUTH CFY |

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TTC 835 009                    EXC ATP AUTH PFY \_\_\_\_|  
 Authorized excess ATP's  
 (between 13 and 42) \_\_\_\_\_

TTC 835 010                    EXC RMP AUTH CFY \_\_\_\_|

TTC 835 011                    EXC RMP AUTH PFY \_\_\_\_|  
 Authorized excess RMP's  
 (between 25 and 54) \_\_\_\_\_

b. Authorization for excess AFTP's may be reported by either the CMC (RA) or the CG, 4thMAW. A maximum of 72 AFTP's may be authorized per fiscal year. The CO may not report more than 48 AFTP's for a Marine until they are notified by an advisory message on the DFR that excess AFTP's have been authorized. The CMC (RA) and the CG, 4thMAW will report authorization for excess AFTP's as follows:

TTC 835 006                    EXC AFTP AUTH CFY \_\_\_\_|  
 TTC 835 007                    EXC AFTP AUTH PFY \_\_\_\_|

Authorized AFTP's between 49 and 72 \_\_\_\_\_

## 110103. NON-PAID IDT REPORTING PROCEDURES (TTC 844)

1. Non-paid IDT is a period of IDT in which a reservist receives retirement credit, but no payment is authorized.
2. A complete definition of Appropriate Duty, Associate Duty, EIN's, and MTU Duty, to include limitations and rules for their use, can be found in MCO P1001R.
3. Report Appropriate Duty, Associate Duty, and MTU Duty as follows:

TTC 844 000                    \_\_\_\_\_ DUTY APPROP \_\_\_\_\_|  
 TTC 844 001                    \_\_\_\_\_ DUTY ASSOC \_\_\_\_\_|  
 TTC 844 002                    \_\_\_\_\_ DUTY MTU \_\_\_\_\_|

Date of IDT (YYYYMMDD) \_\_\_\_\_  
 Number of IDT periods, 1 or 2 \_\_\_\_\_  
 Character of IDT code  
 S (SAT) or U (UNSAT) \_\_\_\_\_  
 Reason of IDT code from Table 11-1 \_\_\_\_\_

4. EIN's are performed when an IDT has been missed and no pay is authorized, including resolving regular IDT periods for which members have received pay but no retirement credit due to unsatisfactory performance. Report EIN's as follows:

- a. To resolve an UNSAT DRILL, report:

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TTC 844 003

	_____	DUTY EIN	_____	_____	DRDT	_____
Date of IDT (YYYYMMDD)	_____	↑	_____	↑	_____	↑
Number of IDT periods, 1 or 2	_____	_____	_____	↑	_____	↑
Character of IDT code S (SAT) or U (UNSAT)	_____	_____	_____	_____	_____	↑
Reason of IDT code from Figure 11-1	_____	_____	_____	_____	_____	↑
Date of UNSAT IDT being resolved (YYYYMMDD)	_____	_____	_____	_____	_____	↑

b. To resolve an UNEXCUSED ABSENCE, report:

TTC 844 004

	_____	DUTY EIN	_____	_____	ABSDT	_____
Date of IDT (YYYYMMDD)	_____	↑	_____	↑	_____	↑
Number of IDT periods, 1 or 2	_____	_____	_____	↑	_____	↑
Character of IDT code (SAT) or U (UNSAT)	_____	_____	_____	_____	_____	↑
Reason of IDT code from Figure 11-1	_____	_____	_____	_____	_____	↑
Date of UNEXCUSED ABSENCE being resolved (YYYYMMDD)	_____	_____	_____	_____	_____	↑

## 110104. ABSENCE REPORTING (TTC 843)

1. All absences from IDT/RIDT, whether declared excused or unexcused, will be reported on the UD. Report as follows:

TTC 843 000

	_____	ABSENCE EXCUSED	_____	_____
TTC 843 001	_____	ABSENCE UNEXCUSED	_____	_____
Date of IDT missed (YYYYMMDD)	_____	↑	_____	↑
Number of IDT periods missed, 1 or 2	_____	_____	_____	↑
Absence reason code from Table 11-2	_____	_____	_____	↑

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## REASON OF IDT CODES

<u>CODE</u>	<u>REASON</u>
00	Satisfactory IDT - No reason
01	Tardiness
02	Leaving IDT without authority
03	Failure to meet minimum performance standards

FIGURE 11-1--REASON OF IDT CODES

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## ABSENCE REASON CODES

<u>CODE</u>	<u>REASON</u>
00	Unexcused absence - no reason required
11	Excused absence - death in family
12	Excused absence - family death imminent
13	Excused absence - family illness
14	Excused absence - Reservist illness or NPQ/TNPQ
15	Excused absence - emergency hardship
16	Excused absence - auto accident/breakdown
18	Excused absence - inclement weather/distance
19	Excused absence - graduation
20	Excused absence - marriage/honeymoon
21	Excused absence - other (include history statement to explain)
22	Excused absence - RIDT/AD/ADT (include history statement of the RIDT/AD/ADT dates)

**NOTE:** When reporting absence code '22', RU's **must** report a HIST: statement of the RIDT/AD/ADT dates.

FIGURE 11-2--ABSENCE REASON CODES

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TABLE 11-1--REPORTING PROCEDURES FOR IDT. (NOTE 1)					
R U L E	A	B	C	D	E
	When	and	and	and	and
1	an SMCR RU performs IDT periods as a RU	the type of IDT is regular	The character of IDT is satisfactory	the reason code will be 00	the RU will report the IDT by event/group or individual entry ( <b>NOTES 2 and 3</b> )
2	an SMCR RU performs IDT periods as a wing or a section				the RU will report the IDT as an individual or group entry
3	an SMCR member performs IDT individually				the RU will report the IDT as an individual
4	an SMCR member performs IDT periods with the RU	the type of IDT is regular	The character of IDT is unsatisfactory	the reason code will be 01, 02 or 03	the RU will report the IDT by exclusive entry
5	an SMCR member performs IDT periods with a section				the RU will report the IDT as an individual entry
6	an SMCR member performs IDT periods individually				

**NOTE 1:** The CO must ensure that all IDT periods are reported prior to transferring a Marine to the IRR. Upon notification from the transferring RU, the CG MCRSC will report any authorized IDT that has been performed when the RU fails to do so prior to transfer. In those instances where the subject entries were not reported or successfully processed prior to transfer notify the CG MCRSC (PMD-1C) via message to report the IDT.

**NOTE 2:** When IDT is performed on different dates and is reported by event entries on the same UD, a separate entry is reported for each IDT date. Always use action dates to show when each IDT period was performed.

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**NOTE 3:** An exclusive entry to an event entry will occur when an SMCR member is absent for one or both IDT periods (when two IDT periods are performed) or receives an UNSAT. See paragraph 110104 for reporting absences. Use an absence reason code '22', for members not scheduled to perform IDT or to exclude members from IDT who have been reported as transferred or dropped on a previous UD, if the transaction has not appeared in the TRF. Report an DOA for each exclusive entry. When an event is used to report two IDT periods, the exclusions for that event must account for both IDT periods (i.e., one IDT and one absence or two absences).



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TABLE 11-2--REPORTING PROCEDURES FOR NON-PAID IDT.  
(NOTE 1)

R U L E	A	B	C	D	E
	When	and	and	then	and
1	An SMCR member performs a non-paid IDT with an SMCR RU	the type of IDT is appropriate duty or an EIN	the IDT is completed	the IDT character and reason code will be "Satisfactory-No Reason" (Code 'S00')	the SMCR RU will report the IDT by UD entry. (NOTE 2)
2	An IRR or a member of the ASL Standby Reserve performs a non-paid IDT	the type of IDT is appropriate or associate duty			MCRSC will report the non-paid IDT after receiving the muster sheet prepared by the reservist and certified by the SMCR RU upon completion of the IDT (NOTE 3)
3	A member of an MTU performs a non-paid IDT with an MTU	the type of IDT is MTU			MCRSC will report the MTU IDT after receiving the appropriate documentation from the MTU of which the reservist is a member
4	An SMCR member is attached to an SMCR RUC for the purpose of performing non-paid IDT	the type of IDT is appropriate duty or an EIN	the IDT is not completed	the RU to which the reservist is attached will terminate the orders	the RU to which the reservist is attached will report the non-paid IDT as unsatisfactory with appropriate statement listed in par 110103 as an exclusion to the event entry.

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TABLE 11-2. --CONTINUED--REPORTING PROCEDURES FOR NON-PAID IDT.  
(NOTE 1)

R U L E	A	B	C	D	E
	When	and	and	then	and
1	An SMCR member performs a non-paid IDT with an SMCR RU	the type of IDT is appropriate duty or an EIN	the IDT is completed	the IDT character and reason code will be "Satisfactory-No Reason" (Code 'S00')	the SMCR RU will report the IDT by UD entry. (NOTE 2)
2	An IRR or a member of the ASL Standby Reserve performs a non-paid IDT	the type of IDT is appropriate or associate duty			MCRSC will report the non-paid IDT after receiving the muster sheet prepared by the reservist and certified by the SMCR RU upon completion of the IDT (NOTE 3)
3	A member of an MTU performs a non-paid IDT with an MTU	the type of IDT is MTU			MCRSC will report the MTU IDT after receiving the appropriate documentation from the MTU of which the reservist is a member
4	An SMCR member is attached to an SMCR RUC for the purpose of performing non-paid IDT	the type of IDT is appropriate duty or an EIN	the IDT is not completed	the RU to which the reservist is attached will terminate the orders	the RU to which the reservist is attached will report the non-paid IDT as unsatisfactory with appropriate statement listed in par 110103 as an exclusion to the event entry.

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TABLE 11-2.--CONTINUED--REPORTING PROCEDURES FOR NON-PAID IDT. (NOTE 1)					
R U L E	A	B	C	D	E
	When	and	and	then	and
5	an IRR or a member of the ASL, Standby Reserve performs a non-paid IDT	the type of duty is appropriate or associate duty		terminate the orders	MCRSC will report the unsat performance of duty per par 110103.
6	a member of an MTU performs a non-paid IDT with an MTU	the type of IDT is MTU	the IDT is not completed	terminate the orders	MCRSC will report the unsat performance if IDT per par 110103.

**NOTE 1:** The Unit Commander must ensure that all IDT periods are reported prior to transferring a Marine to the IRR. Upon notification from the transferring RU, the CG MCRSC will report any authorized IDT that has been performed when the RU fails to do so prior to transfer. In those instances where the subject entries were not reported or successfully processed prior to transfer notify the CG MCRSC (RSC-1) via message to report IDT periods.

**NOTE 2:** When an SMCR RU is conducting regularly scheduled IDT periods at the time of the reservist's attachment, the SMCR RU will report the non-paid IDT as an exclusion to the event entry or a regular IDT.

**NOTE 3:** The SMCR RU for documentation purposes will type the UD number on which the number of credits were reported and the attached RUC on the muster sheet.

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## SECTION 2: FUNERAL HONORS DUTY ALLOWANCE (FHDA)

### 110200. INTRODUCTION

1. This section contains information applicable to Funeral Honors Duty Allowance (FHDA). Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
841 000 FUNERAL HONORS DUTY	HQ RES	N	Y

### 110201. REPORTING OF FUNERAL HONORS DUTY ALLOWANCE(FHDA) (TTC 841).

1. Effective January 1, 2000, FHDA is authorized to members of the Selected Reserve (SMCR and IMA), and Individual Ready Reserve (IRR), or at the discretion of the Secretary concerned, for members of the Retired Reserve without pay. Members are entitled to \$50.00 for a minimum of two hours inactive duty in support of funerals to honor deceased veterans. This allowance entitles the reservist to certain reimbursable travel expenses, a single inactive duty service credit point, and, for FHDA performed on or after 1 October 2000, authorizes members to be paid the amount of one drill or \$50.00 , whichever is greater, (refer to the DFAS Supplement, RPAAN 41-00 and MARADMIN 016/01.) and is subject to Federal and State Tax Withholding. A maximum of one FHDA is authorized and paid each calendar day, and one reserve retirement credit point is earned for FHD. FHDs may be performed in conjunction with any IDT period. Report as follows:

TTC 841 000                      \_\_\_\_\_ FUNERAL HONORS DUTY  
8-byte DOA (YYYYMMDD) \_\_\_\_\_ ↑

2. For payment of FHDA when Active Duty Special Work (ADSW) orders are issued, report TTC 801 000 COMPL ACDUTRA (refer to Section 3 of this chapter for reporting TTC 801). To adjust FHD points within the anniversary year, report TTCs, 833 022 and 833 023. Additionally, TTCs 915 000 and 915 003 will allow FHDA points to be included in the Reserve Retirement Credit Report historical data. See Chapter 10, Section 1, for reporting instructions regarding these TTCs.

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## SECTION 3: ACTIVE DUTY FOR 30 DAYS OR LESS

### 110300. INTRODUCTION.

1. This Section pertains to Reserve Active Duty, with or without pay, for 30 days or less. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

		REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
801 000 COMPL ACDUTRA_____	TO_____	HQ RES	N	Y
806 000 ACDUTRA_____	TO_____	RES	N	Y
	TYPE_____			
	FLAG____			

### 110301. REPORTING PERIODS OF AD - WITH PAY (TTC 801/802).

1. The process by which a Reserve Member receives basic pay and the crediting of retirement points during a period of active duty is through the use of the In Progress Payment (IPP). IPPs will be generated for any type of paid active duty performed.

2. The IPP allows a Reserve member to receive payments directly in their bank account via Electronic Funds Transfer (EFT) when enrolled in the Direct Deposit Program also Dependant Dental Plan. Members not enrolled in the DD/EFT Program will not receive the IPP payment(s) in a timely manner. Payments will be processed during the reserve payroll process scheduled each Thursday. U. S. Treasury checks will be mailed to the home mailing address resident in the member's MMPA no later than the following Friday.

a. Commanders may grant a temporary DD/EFT enrollment waiver to allow sufficient time to resolve short-term problems. A copy of the waiver must be maintained by the unit and is subject to review by the MCAAT and CGI personnel. RU's must ensure a member's DD/EFT information contained in the MCTFS is correct.

b. Upon validating that the member is in fact executing the orders assigned, an IPP may be generated via UD by reporting the COMPL ACDUTRA statement.

3. The COMPL ACDUTRA statement will update the MCTFS record for computation of payment due for the period and the crediting of retirement points. Completed AD periods will be reported as follows:

TTC 801 000	COMPL ACDUTRA _____	TO _____	TYPE _____	FLAG _____
		↑	↑	↑
8-byte (YYYYMMDD) inclusive dates				
(NOTE 1)				
2-byte type code	_____			
(NOTE 2) (Table 11-3)				
1-byte flag				
(C = Increment or F = Final)				

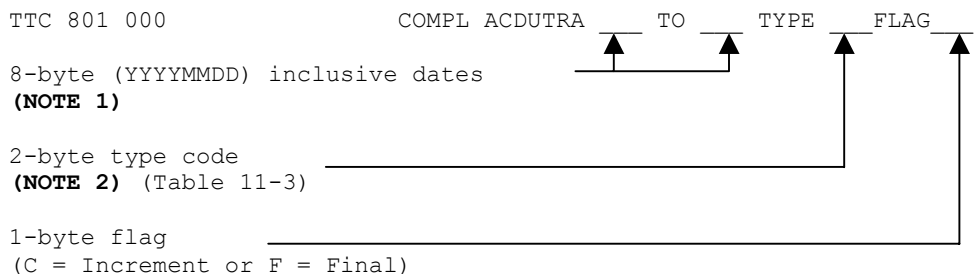
**NOTE 1:** Report a completed AD (of 1 day) with the same (FROM and TO) inclusive dates.

**NOTE 2:** The type code to be reported is contingent upon the applicable pay group charged in the appropriation data of the orders. No deviation of type code/pay group relationship is authorized.

**NOTE 3:** The 1-byte flag will identify the active duty increment(s) and the final increment for the active duty period reported. The flag will post to the MCTFS 982 Remark and be used by the Reserve monthly cycle to generate an advisory message to the RUC when a "Final" active duty increment has not posted.

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4. For payment of FHDA when Active Duty Special Work (ADSW) orders are issued, report as follows:



**NOTE 1:** Report a completed AD (of 1 day) with the same (FROM and TO) inclusive dates. For reporting of FHDA (inactive duty) report TTC 841. Refer to Section 2 of this chapter.

**NOTE 2:** The type code to be reported is contingent upon the applicable pay group charged in the appropriation data of the orders. No deviation of type code/pay group relationship is authorized.

**NOTE 3:** TTCs, 833 022 and 833 023 will adjust FHDA points within the anniversary year. Additionally, TTCs 915 000 and 915 003 will allow FHDA points to be included in the Reserve Retirement Credit Report historical data. See Chapter 10, Section 1, for reporting instructions regarding these TTCs.

5. Unit Commanders will outline local procedures that will establish the number of IPPs that will be submitted for any period of active duty.

a. SMCR units commanders must report at least one IPP per active duty period of 12 to 30 days in length. More than one IPP may be reported for each active duty period. Unit Commanders shall establish local policies on the date IPP transactions will be reported in order to provide Marines with advance notice as to when they should expect to receive IPP EFT payments. The appropriate documentation must be available before reporting the UD statement (generally, this is the member's signed receiving endorsement ordering the member to active duty). The UD statement must be certified and transmitted to MISSO-17 before 1400 Central Standard Time. A separate UD statement must be reported for other entitlements such as BAH, BAS, etc., for each incremental period of active duty reported.

b. Upon completion of the active duty period, the member must submit their original orders with all endorsements and a completed travel claim to their SMCR so they can report a final COMPL ACDUTRA statement for the remaining days of the active duty period. A final COMPL ACDUTRA is not to be reported without a completed travel claim or termination endorsement (Marine lives within corporate city limits of duty station) as applicable.

6. The Marine Corps Reserve Support Command (MCRSC) will report all IPPs completed for IMA/IRR Marines when requested by the operational sponsor who will forward the request to the CG, MCRSC (OPD). Members will complete the IPP form within the Total Force/Reserve Orders Request Management Application (TF/RORMA) and forward it to MCRSC (OPD). If the TF/RORMA is unavailable, an IPP form can be obtained from the MCRSC website: [WWW.MFR.USMC.MIL/MCRSC.NSF](http://WWW.MFR.USMC.MIL/MCRSC.NSF). Once completed, the IPP form can be faxed to MCRSC at (816) 843-3169/3108. For additional information, operational sponsors can contact the MCRSC at toll free 1-800-255-5082, extension 3127 (west of the Mississippi) or extension 3113 (east of the Mississippi).

a. Only one IPP for 12-14 days of duty. No more than two IPPs for periods of duty 15-30 days in duration. Additionally, IPPs can only be reported with a minimum of Five days from the effective date.

b. Upon completion of active duty, forward the original orders with endorsements, travel claim and receipts to MCRSC for final settlement of pay and allowances, travel, and per diem. A final COMPL ACDUTRA is not to be reported without a completed travel claim.

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7. The reporting unit must report entitlements/checkages when the final COMPL ACDUTRA is submitted. These entries must reflect the same dates submitted in each COMPL ACDUTRA submitted for a previous IPP.

a. Credit BAS/COMRATS (TTC 898). After the last incremental period of completion of Active Duty for Training (ACDUTRA), TTC 801 is reported. Reporting a CREDIT/CHECK pay entitlement for an Active Duty period. **EXAMPLE:** A member on active duty for the period 20000801 - 20000815 receives 2 incremental payment for the periods 20000801 -20000807 and 20000808 - 20000815. The reporting unit discovers later the member was entitled to BAS (COMRATS/RIKNA) for the period 20000802-20000814. MCTFS will systematically match the credit of COMRATS/RIKNA for the period 20000802-20000814 with the incremental periods of active duty that were previously reported for this period and credit the member BAS for the incremental periods (20000802-20000807-20000808-20000814). No longer are reporting units required to report a CREDIT/CHECK for each incremental period of active duty of 30 days or less that was previously reported. (Refer to MarAdmin 504/99, Implementation of IPP Process)

b. Once the last incremental period of completion of Active Duty for Training (ACDUTRA), TTC 801 is reported. If a credit/check entitlement was reported entirely or partially in error, each incremental period that was originally credited/checked must be corrected separately. **Example:** If a member on active duty for the period 20000731-20000813 was credited BAH without (W/O) dependents for the periods 20000731-2000806 and 20000807-20000813, however, the member was not entitled to BAH W/O dependents. A checkage for BAH W/O dependents can not be reported for the period 20000731-20000813. The below CREDIT/CHECK transactions must be reported incrementally for an Active Duty period are affected:

TTC 896 CREDIT BAH WITH/WITHOUT DEPNS (E4 OVER 4)  
TTC 125 CREDIT/CHECK HARDSHIP DUTY PAY  
TTC 127 CREDIT INCENTIVE PAY  
TTC 144 CREDIT DIVING DUTY PAY

**NOTE:** If a member is enlisted and in a "field duty", "group travel", or "EUM" status during a period of active duty and also entitled to BAS (other than partial). Checkages must be submitted in accordance with Section 10 of Chapter 8. If the member is an Officer, the FIELD RATIONS entry (TTC 375) only debits 25% of the discounted meal rate for the first and last date reported in the transaction. Field rations will be under collected for the last/first dates submitted under the IPP process.

8. Unit Commanders must account for those Members who have a garnishment action or tax levy against their pay. An IPP will not be automatically generated for Marines in these categories. If an IPP is required, the RU must request payment by Naval Message or NAVMC 11200 (Reserve Miscellaneous Military Pay Order) to DFAS-KC/FPR (Reserve Pay Branch). The request must include the UD number that reported the COMPL ACDUTRA as well as the number of days reported. DFAS-KC/FPR will manually prepare the payment for deposit to the member's bank account by DD/EFT. For those reserve members not enrolled in DD/EFT, payment will be mailed to the member's home address resident in MCTFS.

9. If a member performs exactly 30 consecutive days of active duty, an LSL statement (TTC 400 001) must be reported on the UD.

10. Should a member go into a UA or SICK status while performing a period of active duty, refer to Chapter 7, Section 2 for TO SICK and Section 3 for TO UA.

11. When a Reserve member is assigned to a period of AD and is then extended for a period of 31 days or more, the RU must ensure the COMPL ACDUTRA statement is reported for the initial period of AD **prior** to reporting the transfer to AD (per Chapter 6).

12. COMPL ACDUTRA transactions can be reported for members who are mobilized and have a record status of '7'. The IPP's/Completed periods of AD must be submitted prior to the ED the Marine is mobilized/involuntarily recalled.

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110302. REPORTING OF ACDUTRA (NON PAID) (TTC 806).

1. All periods of AD will be reported. This paragraph covers those periods of AD for which pay or allowances was not authorized (non-paid AD) and is only used to report the status for which retirement points are earned.

2. Use the following statement to report all non-paid AD of 1 day or more:

TTC 806 000                      ACDUTRA    TO    TYPE

8-byte (YYYYMMDD)  
inclusive dates)                      ↑                      ↑                      ↑

Appropriate AD code (from below)                      —————→

**NOTE:** Action Date (if used) should be greater than or equal to TO Date

<u>CODE</u>	<u>DESCRIPTION</u>
A	SMCR, 48 IDT Status, 14 Days AT/ALTAT; Selective Service Conference
B	SMCR, 24 IDT Status, 14 Days AT
D	IRR, Non IDT Status, 14 Days ADT
E	IRR, Non IDT Status, 30 Days Mandatory ADT
F	6 Months IADT, Enlisted
H	Refresher and Proficiency Training
I	Professional Development Education (Career Development)
J	Enlisted Specialized Skill Training (Enlisted Qualification for Unit MOS)
K	Training Required by Re-equipment of Units or Mission Changes
L	CO/I-I Conference/District Policy Board/Repeated Training Duty
M	MTU Projects/Conferences
N	Pre-AT Conference
O	Involuntary ADT, 45 Days or Less
P	Reserve Officers Candidate Course/Reserve Officers Basic School/Specialized Skill Training (Technical Training)
R	VMR Support/Flight Ferry
S	Marksmanship
T	Interunit Maintenance Program
U	General Officer Tour
V	Short Tour - AD paid - terminated early (originally scheduled over 30 days)
W	Short Tour - Non-paid
X	Recruiter Aides/Training Assistants
Y	Involuntary Recall Under 10 U.S.C. 673B (Invol. Recall)



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### Z Mobilization Under 10 U.S.C. 673 (Mobilization)

4. To delete a previously reported UD statement of assignment to AD, refer to Chapter 2 (DEL AS ERR).
5. The period reported must include authorized allowable travel time as defined in DoDFMR, Vol. 7A, Part 1, chapter 2, section E.
6. Refer to MCO P7220.42 for instructions concerning payment of authorized allowances.

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TABLE 11-3--TYPE AD CODES - RESERVE.

CODE	PAY GROUP	DESCRIPTION
A1	101/231	Training Pay Group A, Normally 15 Days AT (Includes mandatory participants)
A2	102/232	Training Pay Group B, Normally 12 Days ADT
A4	106/236	School Training: Refresher Training
A5	107/237	School Training: Professional Development Education
A6	238	School Training: Enlisted Specialized Skill Training
A7	110/240	School Training: Training for IRR Personnel
A8	109/239	School Training: Training Required by Requirement of Units or Mission Changes
A9	111/241	Boards and Conferences
B1	112/242	Special Training: Pre-AT Conference MTU Project Training
B2	113/243	Special Training: Pre-AT Conference
B3	114/244	Special Training: VMR Support/Flight Training
B4	115/245	Special Training: Marksmanship Training
B5	116/246	Special Training: Inter-unit Maintenance Program
B6	117	Special Training: General Officer ADSW only
B7	118/248	Special Training: Short Tours/Training Assistants TEMAC Funded by Reserve Appropriations
B8	249	Special Training: Recruiter Aides/TAD
B9	120/250	Special Training: Exercise Participation
C1	122/252	Administration and Support: Disability and Hospital Benefits
C2	105/265	Training Pay Groups A, B, E, and H. Mobilization Training, Reserve Counterpart, 13 Days ADT
C5	235	Training Pay Group F, IADT, (30 Days or Less)
D3	010/013	Active Duty, 30 Days or Less, Funded by Military Personnel, Marine Corps (MPMC), (See MCO 1001.55)
H1	101/231	Funeral Honors Duty: With ADSW orders
M1	105/265	Mobilization Training (MCRSC Annual Screening)

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## SECTION 4: MOBILIZATION

## 110400. INTRODUCTION.

1. This Section pertains to Reserve Mobilization. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input and corrections indicator authority immediately following the statement.

										REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
099	001	MOB	STAT	_____	MOBEDA	_____				HQ REG RES	N	N
211	000	SPEC	MOBASG	TYPE	_____	MCC	_____			HQ RES	N	N
211	001	SPEC	MOBASG	DELETE						HQ RES	N	N
212	000	SPEC	MOBASG	TO	_____	LN	_____	FR	_____	TO	_____	
215	000	ADJ	MOB	FUTURE	MCC	REPORT	DATE	_____		HQ RES	N	N
216	000	ADJ	SIA	MCC	_____					HQ RES	N	N
216	001	ADJ	CMD	MCC	_____					HQ RES	N	N
217	000	MOB	MCC	_____						HQ REG RES	N	N
826	000	MOB	SEL	MCC	_____	CMDMCC	_____	DPI	_____	MDAY	_____	
826	001	MOB	MCC	TO	MCC	DPI	MDAY	_____		RES	N	N
										RES	N	N

## 110401. ADJUST MOB FUTURE MCC DATE (TTC 215).

To change the reporting date to the future MCC (date must be greater than/equal to current AD begin date), report as follows:

TTC 215 000 ADJ MOB FUTURE MCC REPORT DATE |

8-digit ED (YYYYMMDD) reporting date \_\_\_\_\_

110402. ADJUST MOB MCC (TTC 216).

If a reservist requests a delay from reporting to AD, either from the MOB station or SIA, an entry may be required to adjust the reporting date and/or SIA. This transaction will update either the Mobilization SIA MCC or the Present Monitored Command Code. Report as follows:

TTC 216 000 ADJ SIA MCC

3-digit MCC \_\_\_\_\_

TTC 216 000 ADJ CMD MCC

3-digit MCC

110403. MOBILIZATION MONITORED COMMAND CODE (MOBMCC) (TTC 217).

1. MOB MCC's are used to identify the actual MCC a reservist is assigned to upon mobilization. MOB MCC's define units of the 4th MarDiv and 4th FSSG to the company level. The 4th MAW units are defined at the squadron/battalion level.

2. Some SMCR units have members joined to their RUCs who fill billets that have been site line distributed from units located in other cities. These site-lined billets are reflected on a Coded Unit Breakdown by Site (CUBS) Table of Organization (T/O). The unit must report the MOBMcC of the **parent command**, not the MOBMcC of the unit to which the reservist is joined. The statement below will be used when reporting MOBMcC assignments:

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TTC 217 000 MOB MCC\_\_\_\_\_|

3-byte alphanumeric  
MMCC from MCO P1080.20



3. Upon successful processing of the following joins the MOBMCC appropriate to the Reserve RUC will post to the record:

020 048	JOIN RUC _____	MCC _____	DU
020 060	JOIN RUC _____	MCC _____	DU FR RELACDU IMA REQ ____
020 080	JOIN RUC _____	MCC _____	IRR FR RELACDU ADT REQ 00
020 140	JOIN RUC _____	MCC _____	ASG TAD RESTR UNIT
020 142	JOIN RUC _____	MCC _____	DU FR IADT IDT REQ 48
020 143	JOIN RUC _____	MCC _____	DU FR TEMACDU IDT REQ 48
020 144	JOIN RUC _____	MCC _____	DU FR RET IDT REQ 48
020 145	JOIN RUC _____	MCC _____	DU FR RELACDU IDT REQ 48
020 147	JOIN RUC _____	MCC _____	DU FR IRR IDT REQ 48
020 155	JOIN RUC _____	MCC _____	DU FR IMA IDT REQ 48

4. If the unit is redesignated the new MOBMCC, if applicable, will be posted to all records in the newly redesignated unit.

5. MOBMCC will automatically zero out when a member transfers between RUC's or is discharged (i.e., record status changes from '0' to '3', '4', or '9', or the training pay category group changes from 'A' (SMCR) to any other training pay category group.)

6. Mobilization Day (MDAY). The Mobilization process will pass MDAY to MCTFS and post to CURR-ADBD for SMCR members. Mobilization Station EDA will automatically default to MCTFS and post the CURR-ADBD. This will be the date the Marines AD pay will commence provided an initial join is reported.

a. No Estimated Date of Arrival (No EDA). A report listing individuals not selected due to no EDA will be generated advising the CG MCRSC that an individual was not selected. The report will include the following:

- |   |                                     |
|---|-------------------------------------|
| (1) SSN - Social Security Number                    | (4) EDA - Estimated date of arrival |
| (2) LNAME - Last Name                               | (5) MDAY - Mobilization day         |
| (3) FUTURE MCC - Future mobilization monitored code |                                     |

b. Strength Category Codes. A report listing individuals not selected due to strength category codes of 'A', 'B', 'C', 'D', 'E' or 'H' will be generated advising the CG, MCRSC and RU's that an individual was not selected due to their strength category code. The report will include the following:

- |   |                                     |
|---|-------------------------------------|
| (1) SSN - Social Security Number                    | (4) EDA - Estimated date of arrival |
| (2) LNAME - Last Name                               | (5) MDAY - Mobilization day         |
| (3) FUTURE MCC - Future mobilization monitored code |                                     |

c. No Longer a Member of the IRR/MTU/IMA. A report will be generated for the MISSA advising them that an individual is no longer a member of the IRR/MTU/IMA. This report will reflect all individuals who have been joined to the SMCR.

7. Advisory messages will be generated to the field units for individuals being mobilized whose current record status is '1', '2', or 'A'.

110404. MOBILIZATION RECORDS PROCEDURES.

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1. Instructions for the continuous screening of Reserve personnel prior to mobilization and for the subsequent management of Reserve personnel records are contained in MCO P1001R.1. Policies regarding the assignment of Reserve and Retired manpower, by statutory legislation, at selective, partial, or full mobilization are contained in the MPLAN. These policies govern Marine Corps mobilization personnel management actions, stop-loss actions, deferment/separation criteria, and naval personnel support, among other processes, and identify responsible agencies for their execution. This Section describes the automated data processes designed to provide streamlined timely pay.

### 110405. SMCR MOBILIZATION RECORD PROCEDURES (TTC 826).

1. **Transfer of Records.** When SMCR RU's mobilize as integral units or detachments, identified in MCTFS by the data element MOBMCC, individual SMCR personnel and pay records contained in MCTFS will be converted and automatically transferred to an active status. The SMCR personnel not mobilized will be automatically transferred to the appropriate authority. All NPS reservists undergoing IADT will remain in MCTFS. The SMCR RU's are not required to make any MCTFS UD entries to effect the above actions. **It is crucial, however, for the SMCR RU's in peacetime to ensure the proper MOBMCC is placed in each member's CMF record.** MOBMCC is critical in determining shortfalls in manpower required by the force during a mobilization. For correction of the Marine's MOBMCC, use the UD entry shown in paragraph 110401.

2. **Reporting After M-Day to MCTFS.** The ED of the SMCR RU's mobilization places member's records in a status allowing them to be reported. Because mobilized reservist records transmit immediately to an active status, all further reporting of actions after the ED of mobilization will be recorded on MCTFS to include initial joins, transfers, UA, desertion, and deferment/separation (as directed by the CMC). The above ensures that the management structure of the peacetime active force is used as designed for the mobilization surge. Naval support personnel reporting to the mobilized unit will be joined to MCTFS per chapter 3 of this Manual.

3. Reporting mobilization of individuals when their SMCR unit does not mobilize. Under certain situations individual SMCR members may be called to AD separately and without their unit mobilizing. In these cases, the SMCR RU will run a MCTFS UD entry to transfer the member to AD as shown in the following action statement:

```

TTC 826 001 MOB MCC ____ TO MCC ____ DPI ____ MDAY ____|
      ^           ^           ^           ^
      |           |           |           |
3-byte MOB MCC   3-byte Gaining MCC   2 byte Gaining Command DPI   ED of mobilization (YYYYMMDD)

```

**NOTE 1:** All records will be collected if the MOB MCC is the same as entered above. Administrative personnel need to monitor the MOB MCCs reported on Marines in the unit to ensure that members deploying with the unit have the desired MOB MCC. This transaction will validate the reported MOB MCC against the current MOB MCC when reported as an individual transaction. If no match is found, the transaction will fail.

**NOTE 2:** This entry will generate a Reserve record status equal to '7' and an AD record status equal to 'H'. Upon the initial join to AD, the AD record status will change to a '0' (zero).

4. Deferment/Separation of the Mobilized SMCR Personnel in MCTFS. Continuous screening of the SMCR personnel ensures members of SMCR RU's are immediately available for mobilization. At mobilization, all mobilized member's records are passed to MCTFS. Should guidance be received from higher authority on deferment/separation criteria which pertains to any mobilized SMCR individual, then after determination by proper Marine Corps officials, deferment/separation individuals will be reported to MCTFS. An exempted individual's automated pay and personnel record will be reactivated in MCTFS for subsequent management by

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the CG, MCRSC. Prior to changes to MCTFS which will incorporate deferment/separation UD entries, the CMC (MP) will provide administrative guidance at mobilization for these entries.

5. Closing out the MCTFS Record. Mobilized SMCR personnel and pay records in MCTFS will remain open to allow the SMCR RU to complete MCTFS transactions for payment of IDT or AD periods completed prior to mobilization. Only MCTFS transactions regarding payments due to the mobilized SMCR members will be allowed after M-Day.

110406. SPECIAL MOBILIZATION ASSIGNMENTS FOR INDIVIDUAL MOBILIZATION AUGMENTEES (IMA) AND  
PREASSIGNED PERSONNEL (TTC 211/212).

1. Upon mobilization, IMA and preassigned personnel and pay records in MCTFS will be converted and automatically transferred to an AD status. In MCTFS, IMA records will be carried in a DUE IN status to the preassigned gaining command.

a. A reservist who has a special mobilization assignment will have the record flagged for exemption from the mobilization selection process. The preassignment codes are based on determinations made by the CMC (MPP), or the CG MCRSC. It is crucial in peacetime that the CG MCRSC ensure the proper MCC is placed in each IMA member's MCTFS record using the following statements:

TTC 211 000                      SPEC MOBASG TYPE\_\_\_\_MCC\_\_\_\_|

3-byte code                      \_\_\_\_\_▲                  ▲

See MCO P1080.20                      \_\_\_\_\_▲

**NOTE:** Enter 1st-byte Alpha character 'A' through 'D', 2d-3d bytes are '00' through '99'.

b. The following entry will be used for reporting T/O, line number, and 8-byte FROM and TO dates that a member is to be assigned to the specified billet:

TTC 212 000                      SPEC MOBASG TO                      LN                      FR                      TO                      \_\_\_\_\_

5-byte T/O (NNNNA) ————— ↑                      ↑                      ↑                      ↑

4-byte Line (NNNX) ————— ↑                      ↑                      ↑                      ↑

8-byte (YYYYMMDD) inclusive dates of assignment ————— ↑                      ↑                      ↑                      ↑

c. To delete an individual's special mobilization assignment, including T/O data, report:

```
TTC 211 001          SPEC MOBASG DELETE|
```

110407. IRR, STANDBY, AND RETIRED RESERVE MOBILIZATION RECORD PROCEDURES (TTC 826/211).

1. **Transfer of Records.** When IRR, Standby Reserve, or Retired Reserves are mobilized, either as preassigned individuals or as reservists selected through mobilization processing, their records on MCTFS will be automatically placed in a DUE IN status. Processing of their records in MCTFS begins when the gaining command effects entries into MCTFS. No UD entries by either the gaining command or the losing command are required to transfer IRR, Standby Reserve, or Retired Reserve to a mobilized status. However, once the records of mobilized Marines have been placed in a DUE IN status in MCTFS by the automated process, the gaining command will have to report an initial join statement. **It is crucial that preassigned individual reservists have the proper Special Mobilization Assignment to which they are preassigned on their CMF record as this is the key element that causes the preassigned Marine's record to be activated.**

2. Deferment/Separation Individuals to MCTFS. Continuous screening of the IRR, Standby Reserve, and Retired Reserve ensures members are immediately available for mobilization. Should guidance be received from the CMC (MP) on approved deferment/separation criteria which

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affects mobilized individuals, deferment/separation UD entries will be effected into MCTFS by the CMC, gaining commands, the CG MCRSC, and/or MOB stations as appropriate. Mobilized IRR, Standby Reserve, or Retired Reserve members exempted by proper authority as reported into MCTFS by UD will have their automated pay and personnel records reactivated in their previous status for subsequent management by the appropriate command. See paragraph 7404 for instructions on reporting Mobilization status.

3. Closing Out the Records. For 45 days after the mobilization ED records of mobilized Marines in MCTFS will remain active for the CG MCRSC or reserve RU's to enter any pending pay-related entries for previous duty performed. Members not mobilized will continue to be administered by the appropriate command using MCTFS.

4. Mobilization of Individuals When the IRR Does Not Mobilize (MCRSC ONLY). Under certain situations which could involve a mobilization, individual IRR members may be called to AD separately and without the IRR mobilizing. In these cases, the CG MCRSC will run a MCTFS UD entry to transfer the member to AD duty as shown in the following action statement:

```

TTC 826 000      MOB SEL MCC_____CMDMCC_____DPI_____MDAY_____|
               3-byte MCC of gaining command  ↑
               3-byte command MCC _____↑
               2-byte code for gaining command DPI _____↑
               8-byte ED (YYYYMMDD) for mobilization _____↑

```

**NOTE:** This entry will generate a Reserve Record Status equal to '7' and an AD Record Status equal to 'H'. Upon the initial join to AD, the AD Record Status will change to a '0'.

110408. UD REPORTING OF MOBILIZATION STATUS (TTC 099/215/216).

1. Mobilization Status Codes are established to identify Reservists who are unable to execute mobilization orders and are utilized by the MCMS and the Station of Initial Assignment (SIA) for reporting the flow of mobilized Marines. To report reasons for mobilization status when conditions exist that do not allow a Reservist to carry out mobilization orders, use the following statement:

```

TTC 099 001      MOB STAT_____MOBEDA_____|
               2-byte status code      ↑
               from MCO P1080.20: _____↑
               8-byte EDA (YYYYMMDD) _____↑

```

2. Adjustment of MOB Reporting Information. If a reservist requests a delay from reporting to AD, either from the MOB station or SIA, an entry may be required to adjust the reporting date and/or SIA.

a. Use the following statement to change the MCC of the SIA, which posted to the CMF:

```

TTC 216 000      ADJ SIA MCC_____|
               3-byte MCC _____↑

```

b. Use the following statement to change the reporting date to the future MCC (date must be greater than/equal to current AD begin date):

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TTC 215 000            ADJ MOB FUTURE MCC REPORT DATE \_\_\_\_\_ |  
8-byte ED (YYYYMMDD) reporting date \_\_\_\_\_ ↑



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## SECTION 5: RESERVE PAY ENTITLEMENT

### 110500. INTRODUCTION.

1. This Section pertains to Reserve Pay entitlement. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
803 000 COMPL IRR MUSTER	RES	N	Y

110501. MUSTER DUTY ALLOWANCE FOR INDIVIDUAL READY RESERVE (IRR) MEMBERS (TTC 803) (MCRSC ONLY).

1. The DoD Authorization Act of FY90 changed the pay and allowances payable to the member of the IRR who is performing their annual muster duty. A flat payment rate is paid in full regardless of the member's grade, years of service, travel time and transportation. Subsistence, special costs of familial separation and absences on weekends or holidays are not considered.

2. The CG MCRSC will publish the IDT dates for each FY and a copy is provided to the DFAS. The DFAS will process all payments for muster duty 15 working days before the scheduled muster duty dates. The muster duty payment checks are then sent to the local Reserve unit for distribution.

3. Additional criteria or requirements regarding IRR Muster Duty can be found in the DODFMR, MCO P1001R.1, or the JFTR.

The CG MCRSC will report as follows:

TTC 803 000 \_\_\_\_\_ COMPL IRR MUSTER|  
8-byte ED (YYYYMMDD)      ↑  
of Muster Duty \_\_\_\_\_

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## SECTION 6: NOTICE OF ELIGIBILITY (NOE)

### 110600. INTRODUCTION

1. **Reserve Marines Not Physically Qualified (NPQ) for Release from Active Duty.** The following action is required:

a. The I-I/Active Duty Staff will report a Join Drop Erroneous, TTC 390 000, which will rejoin the Marine to the AD unit. (**NOTE:** This action will process even if the Marine has been rejoined to the Reserve Unit). The AD unit will transfer the Marine by Service Record to the I-I/Active Duty Staff on the day following the date of the Join Drop Erroneous statement. The I-I/Active Duty Staff will join the Marine by Service Record on the following day and will report a COFGM EAS. (refer to Chapter 3, Section 3).

b. If a Marine's active duty component code is 'CC', 'CF', 'K1', 'K2', or 'K3', it must be changed to 'KB' on the same date the EAS COFGM is reported (refer to Chapter 10 Section 4). This transaction provides Headquarters RUC's (548XX) with the capability to approve a request for the Approval on an individual that has been found permanently disabled.

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## Chapter 12 PERSONNEL RECORD AUDIT REQUIREMENTS AND REPORTS

### REFERENCES:

1. Title 10 U.S.C. 275.
2. Public Law 97-255.
3. Title 3 of GAO Policy and Procedures Manual.
4. Department of Defense Financial Management Regulations (DODFMR) Vol. 7. Website <http://www.dtic.mil/comptroller/fmr/>
5. MCO 1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM).
6. MCO P1070.12, Individual Records Administration Manual (IRAM).
7. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
8. DFAS-KC 7220.31R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>)
9. Users Manual (UM) for the On-Line Diary System (OLDS).
10. Website <https://www.mmsb.usmc.mil>.

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## Section 1: OVERVIEW

### 120100. AUDIT OF SERVICE AND COMPUTER RECORDS.

References (2) and (3) outline Federal requirements to establish basic principles and concepts for internal auditing which should be a part of the management control system of each Federal agency. In addition, reference (1) requires that all records for the Ready Reserve be administratively reviewed on an annual basis. To support regulations and other guidance provided in references (4) through (10) the RU commander is required to conduct audits to ensure the accuracy and completeness of all items reported on the UD and recorded in personnel records.

### 120101. AUDIT REPORTS/TOOLS FOR SERVICE AND COMPUTER RECORDS.

1. To assist the RU commander in auditing the records of the Marines in the unit, the following reports have been developed for use in the audit process:

a. Leave and Earning Statements (LES). The LES is a printout of pay information contained in the CMF computer record of an individual Marine. The annual LES also contains a leave accounting for the previous year.

b. Basic Individual Record (BIR). The BIR is a listing of administrative information contained in the CMF computer record of an individual Marine. Items contained on the BIR include service, contract, and dependent information. The BIR is used to ensure that certain important data elements in the Marine's record are correct.

c. Basic Training Record (BTR). Similar to the BIR, the BTR is a listing of training, education, and testing information contained in the CMF computer record of each Marine.

d. Diary Retrieval System (DRS) (option 23). The option 23 contains advisories that may have posted from HQMC input or from the Marine's previous command while the Marine was between commands.

e. Record of Emergency Data (RED). The RED includes a listing of dependents and family members to be notified in case of emergencies.

f. Record of Service (ROS). The ROS includes all performance markings for Cpls and below.

g. MOS Record (TMOS). Displays a member's MOS-related training and education data. Data includes training dates and status, lecture dates, MOS data, school information, rifle and pistol marksmanship and other MOS data

h. Education Record (EDU). This report lists civilian education, MCI courses, and Formal Schools/Special Skills for individual Marines.

i. Awards Record (AWDS). Displays a member's personal service awards data to include the Good Conduct Medal date, the SMCR Medal date, the Armed Forces Reserve Medal date and code, the number of awards, and the English description of other awards received.

j. Career Retirement Credit Report (CRCR) and Annual Retirement Credit Report (ARCR). Provides retirement credit history on reserve personnel.

k. Performance Evaluation Record. The TRF PERF EVAL REC option of MCTFS includes a chronological listing of the Marine's fitness reports. This option is only updated through September 30, 1998. Subsequently, the fitness report information may be viewed on <https://www.mmsb.usmc.mil/>. It is recommended that the unit Executive Officer or Sergeant Major/First Sergeant/Career Planners to ensure the accuracy of the individuals performance evaluation record utilize this option.

2. The automated reports listed above are to be considered the minimum tools required to conduct audits of the RU's database. In addition, an **Inconsistent Condition Report** (ICR) is generated monthly to verify the accuracy of information contained in MCTFS. This report lists those Marines in the RU whose computer record may contain one or more data

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elements that are incorrect/inconsistent with the Marine's master record. The ICR is produced monthly in conjunction with the end of the month "Update and Extract" and will appear in the RU's DFR. The DFR containing Inconsistent Conditions will be completely audited **within 7 working days** upon receipt of the ICR advisory.

3. Service Records and Medical/Dental Records. To ensure MCTFS data matches the supporting paper records, it is recommended that these records be thoroughly audited when conducting audits with the tools and reports listed above.

4. To ensure a complete and accurate database, the RU should also audit or review the OLDS rosters and/or exception rosters created from the CUDDb, UD/MIPS, IMPROMTU, SMARTS/ODSE as well as the following reports:

a. Service Record Accountability Audit (SRAA). Commanders are responsible to ensure they have service record accountability at all times. To aid the commander in this responsibility, a locally produced roster of personnel may be used.

b. The MCAAT printout and MCTFS Remark Summary (TRS) are available through 3270 includes a listing of pay remarks and occurrences for the individual Marine.

### 120102. AUDIT REQUIREMENTS.

1. Audits will be accomplished to ensure accuracy, completeness, currency, and consistency of the LES, BIR, BTR, CRCR/ARCR (Reserve personnel), SRB/OQR, and other source documents available to the Marine or the unit.

2. The RU will designate in writing Marines authorized to conduct audits. The designation shall be based upon the auditor's knowledge of personnel records and familiarity with the audit process. Designation of auditors shall not be accomplished based upon billet assignment alone. Marines in the rank of Lance Corporal and above, and civilian personnel GS-04 and above may be assigned to conduct LES and Service Record audits to include certification of the BIR/BTR and RED.

3. Accuracy of these records can best be determined through personal interview with the individual Marine. Therefore, whenever practical, the audit will be conducted during an interview with the Marine and a designated auditor.

4. **Tables 12-1 and 12-2 contain checklists of all data elements displayed on the BIR/BTR, with corresponding reference paragraphs and MCTFS screens. The RU should use these checklists to conduct BIR/BTR audits.**

5. Annotations. The audit official will annotate audit items with the correct information when an error is detected. Auditors will also insert information for blank items and annotate items for which none is an appropriate response as "None." If an item is not applicable to the Marine being audited, the auditor will insert "N/A". The auditor will use standard 8-byte dates; e.g., 19980607 whenever dates are required.

6. Corrective Action. Information on the printed BIR/BTR represents data in the CMF. UD entries will be used to report additions, deletions, and change missing or erroneous data. Some data cannot be corrected at the RU level. In this case the RU will submit a request with supporting documentation to either the CMC, DFAS or their respective MISSO in order to have the computer record corrected. Discrepancies in the medical or dental record will be corrected by the medical officer or a designated representative maintaining the record.

### 7. Audit Certification.

a. The auditor will sign and date the appropriate block on the BIR when the BIR/BTR audit is completed in its entirety. The UD number and date indicating when corrective action was completed will also be annotated on the BIR. The auditor will note information regarding any requests for record corrections made to the CMC or the respective MISSO as a result of the audit.

b. The Marine subject to an audit shall certify eligibility to Basic Allowance for Housing (BAH) on the BIR upon completion of the audit. All Marines to include those that

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are single will certify this information once the audit is complete, and if a triennial, report TTC 815 as appropriate.

c. Reserve personnel, to include those Marines assigned to the Active Reserve Program or extended active duty, must complete the **mobilization screening requirement annually** by certifying that they have been informed about the Mobilization Delay/Exemption Program and/or whether the retirement or disability pension status has changed, as applicable. This requirement does not pertain to Reserve Officers on their initial service obligation. This certification is in addition to the BAH certification indicated above and can be signed and dated by the Marine on the previously audited BIR up to three times before a complete triennial audit is required. This requirement may be fulfilled by entering a standard paragraph on the Marine's Reserve annual training orders and having the Marine acknowledge it.

d. When the Marine is not available to conduct a personal interview or is not located near the unit that is administratively responsible for the Marine and traveling the distance would create a hardship, telephone or other means of communication should be used to accomplish the audit. The auditor conducting the interview will sign and date the audit indicating that the Marine was not available for signature and indicate the reason for non-availability.

### 120103. AUDIT OCCASIONS.

1. The following audit occasions are established as the minimum occasions for auditing service and computer records. Audit occasions are no longer based on the last digit of the Marine's SSN or for reserve personnel the anniversary date. **Report TTC 815 for all below as appropriate and see Chapter 4 Section 7.**

a. Join Process Audit. Whenever joined chargeable by a RU or attached DUINS in excess of 20 weeks to include return from TAD, FAP, deployments and return from a period of active duty 31 days or more.

b. Triennial Audit. At least once every three years from the date of the last join process audit or triennial audit. To reduce the number of times a Marine is required to physically visit the administrative section, Marines or Administrative personnel are able to declare any visit for routine service as their triennial audit.

c. Mobilization/Deployment Readiness Audit. For a deployment, which is anticipated to be 31 days or more in duration, active component and AR Marines will be audited no earlier than 30 days prior to deployment and reserve component Marines will be audited no earlier than 60 days prior to commencement of annual training (AT).

d. Administrative Review. This is required for Reserve personnel to include those individuals serving on the Active Reserve Program or extended active duty. This requirement does not pertain to reserve officers performing their initial service obligation. See elsewhere in this chapter for further instructions.

2. Administrative Review. Establishment of administrative review procedures at the RU level will improve the level of accuracy of MCTFS records. Units should develop internal procedures to ensure the effective management of pay and personnel transactions reported in MCTFS. The following additional instructions are provided.

a. RU commanders are encouraged to conduct periodic reviews of pay related entitlements. Use of the MCAAT printouts or TRS retrievals are highly recommended. Commands are also encouraged to develop internal control using inconsistency reports in UD/MIPS, IMPROMPTU or the ODSE (SMARTS) to screen records for potential pay related problems.

b. For Reserve personnel, an administrative review is **mandatory** in order to verify the Marine's retirement credit history and VA Pension Waiver status. Personal contact is not required unless the items indicated below require the Marine's presence to correct inconsistencies. The following documents must be reviewed at a minimum:

(1) Annual Retirement Credit Report (ARCR). The ARCR will be reviewed against local records and corrective action taken, as required. Once completed, the ARCR will be returned to the Marine for retention. The auditor should also ensure that a Career Retirement Credit Report (CRCR), certified as correct by the Marine, is on file in the Service Record as a result of a previously conducted Join Process or Triennial Audit (The

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CRCR must be certified by the reservist within the last 3 years). If a CRCR does not exist, a new one **must** be printed and certified as correct by the Marine, and filed in the Marine's Service Record. Once the review of the ARCR and CRCR is complete, the CRCR Certification Date transaction (TTC 922 000) will be reported to record the annual administrative review of the reservist's retirement credit history.

(2) The Marine's Service Record must be reviewed to ensure that a VA Form 21-8951-2 (Notice of Waiver of VA Compensation on pension to receive Military pay and allowances) is on file. If a VA Form 21-8951-2 is missing a new one must be completed and filed in the Service Record. This requirement is applicable to those reservists serving on the Active Reserve Program and extended active duty but not to reserve officers performing their initial service obligation.

3. Audit Waivers. Commanders are authorized to waive the audit requirements for Marines under the circumstances listed below. Requests for specific waivers to audit requirements which are not described below shall be forwarded to the CMC (MI) for consideration.

a. Undergoing recruit training to include MCT or officer candidate training.

b. Serving in a combat area if in the opinion of the CG such an audit would interfere with combat efficiency.

c. The CG, MCRSC may waive the requirement to complete join process and triennial audits for members of IRR and Standby Reserve. The CG, MCRSC may also modify the remaining procedures contained in this chapter to meet the unique audit requirements of the IRR and Standby Reserve. The authority to waive the join process and triennial audit requirements does not apply to IMA and MTU personnel.

### 120104. AUDIT PROCEDURES.

1. Join Process Audit. The join process audit consists of two stages:

a. The first stage of the join process audit consists of a personal contact audit conducted with the Marine, upon arrival at the new permanent duty station, or upon return from TAD, FAP, deployment or reservists returning from a period of active duty in excess of 30 days. This stage of the audit will be conducted by interview with the Marine and a comparison of data in vis and the Service Record. The member will be required to certify the entitlement to BAH if they have dependents. This BAH certification satisfies the requirement for a triennial audit.

(1) The BIR/BTR will be audited per instructions contained in this Order and corrective action taken on the UD. The audited BIR/BTR complete with signatures and dependency certification (if required) will be filed on the left hand side of the Service Record until the next Join/Triennial audit is completed.

(2) Option 23 of the DRS will be audited, and corrective action taken as required. The audited Option 23 complete with annotations will be attached to the check-in sheet and filed in the correspondence files. Pertinent information for example, Promotions, are likely to appear on the Option 23.

(3) The RED will be audited per instructions contained in Chapter 5, Section 2. The audited RED complete with signatures will be filed in the Service Record until the next revision to this document.

(4) The ROS or Performance Evaluation Record (PERF EVAL), TMOS, awards, Performance Evaluation Record, IDR and EDU will be audited and corrective action taken as required. Upon completion of the audit, all of these documents will be returned to the member. **The final ROS for Sergeants and above will continue to be maintained in the Service Record.**

(5) The SGLI form will be audited for accuracy and currency. If incorrect, a new form will be completed and reported on the UD prior to filing in the Service Record.

(6) The Career Retirement Credit Report (CRCR) will be reviewed and **certified by all reserve Marines to include those serving on active duty.** The CRCR certification



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entry (TTC 922 000) will be reported in MCTFS. This requirement does not pertain to reserve officers performing their initial service obligation

(7) For Reserve Marines not on active duty 31 days or more, units will verify the member has all approved family members pre-enrolled in the DEERS.

(8) A VA Form 21-8951-2 (Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances) must be reviewed by reserve personnel to include those serving on the Active Reserve Program and extended active duty. If a VA Form 21-8951-2 is missing, a new one must be completed and filed in the Service Record. This requirement does not pertain to reserve officers performing their initial service obligation.

b. The second stage of a join process audit is an audit of all pay and allowances conducted after the Marine's elapsed time (leave/delay) has posted in MCTFS or 60 days after the join posts, whichever is earlier. This stage of the join audit process does not require the physical presence of the Marine. This audit will be completed by the auditor through a comparison of the MCTFS record and join documents. Audit tools for the completion of this requirement include the Leave and Earnings Statement (LES), MCAAT printouts, TRS Remark Summary in MCTFS, and Option 23.

(1) Once the elapsed time has posted, the LES/pay record will be audited per the instructions provided in DFAS-KC 7220.31-R and corrective action taken on the UD. Those discrepancies that require action by the FO (See DFAS-KC 7220.31-R) will be reported to the servicing FO/DO for appropriate action.

(2) If the elapsed time has not posted to the Marine's MCTFS record within 45 days of the join posting, prepare a NAVMC Form 11116 (Payday Adjustment/Special Payment Authorization) to notify the DO/FO. The NAVMC 11116 shall include the DOV number, date and DSSN of the settled PCS travel claim the elapsed time event occurred.

(3) For joins where no travel entitlements exist (i.e. PCA, reassignments between RU and inter-unit transfer of reserve Marines) the join process audit stage two will be conducted immediately after the join posts.

2. Triennial Audit. A triennial audit will be conducted on all chargeable personnel in the RU who have not been the subject of a triennial or join process audit within the past 3 years. Report TTC 815.

a. The BIR/BTR will be audited per instructions contained in this Order and corrective action taken on the UD. The audited BIR/BTR complete with signatures and dependency certification (if required) will be filed on the left hand side of the SR until the next Join/Triennial audit is completed.

b. The RED will be audited per instructions contained in this Order and corrective action taken on the UD. The audited RED complete with signatures will be filed in the SR until the next revision to this document is required.

c. The ROS or Performance Evaluation Record (PERF EVAL), TMOS, awards, IDR and EDU will be audited and corrective action taken as required. Upon completion of the audit, all of these documents will be returned to the member. The final ROS for Sergeants and above will continue to be maintained in the SR.

d. The SGLI form will be audited for accuracy and currency. If incorrect, a new form will be completed and reported on the UD prior to filing in the SR.

e. The Career Retirement Credit Report (CRCR) will be reviewed and **certified by all reserve Marines to include those serving on active duty**. The CRCR certification entry (TTC 922 000) will be reported in MCTFS. This requirement does not pertain to reserve officers performing their initial service obligation.

f. Units will also verify that reserve Marines not currently serving on active duty in excess of 30 days have all approved family members pre-enrolled in the DEERS.

g. A VA Form 21-8951-2 (Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances) must be reviewed by reserve personnel to include those serving on the Active Reserve Program and extended active duty. If a VA Form 21-8951-2

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is missing a new one must be completed and filed in the SR. This requirement does not pertain to reserve officers performing their initial service obligation.

3. Mobilization/Deployment Readiness Audit. Administrative personnel will conduct mobilization/deployment readiness audits prior to a unit or individual deployment. At a minimum, the mobilization/deployment readiness audit will include the following:

a. The RED will be audited per instructions contained in this Order and corrective action taken on the UD. The audited RED complete with signatures will be filed in the SR until the next revision to this document is required.

b. The SGLI form will be audited for accuracy and currency. If incorrect, a new form will be completed and reported on the UD prior to filing in the SR.

c. Review and report the occurrence of a special power of attorney for child care if required.

d. Active component personnel review and update the IDR as required.

e. Reserve Marines, excluding those officers performing their initial service obligation, must complete the mobilization screening requirement by signing the screening entry on the join process audit or triennial audit BIR filed on the left hand side of the Service Record. Marines may sign and date the mobilization screening entry on the audited BIR up to three times before a complete triennial audit is required. The mobilization statement requirement may also be completed by entering a standard paragraph on the Reserve annual training orders and having the member acknowledge it.

### 120105. ACCESS TO LEAVE EARNINGS STATEMENTS (LES).

1. Access to On-Line LES(s). Finance officers (FO's) and unit commanders have access to LES's via an on-line application. This system is provided via KCT-CICS Production and is available to all individuals with access to the TCE MCTFS LES REVIEW Option. Users are to enter an SSN, the first three letters of the month for the LES they want to review, and an 'A' for Active or 'R' for Reserve. Additional LES's will be added to the file each month until 12 months are accumulated on-line. Hard copies of the on-line LES can be obtained by screen print. The user also has the capability to input up to 25 SSN's for local printout of LES's by using the TRW ONLINE LES PRINT Option. Individuals may access via <http://www.dfas.mil/emss>.

2. Replacement LES's for an entire DSSN or RUC may be requested by message, or letter to the DFAS for AD units or to DFAS for Reserve units. In this instance, actual LES's will be reproduced. The request must be for LES's issued within the preceding three months. RUC's may also obtain a replacement of an individual Marine's LES by requesting it from the FO. This request should be made not later than 15 days after an individual Marine's join audit or after receipt of the unit's monthly LES's. This is important because the missing LES may contain essential information to the audit. A profile for LES history may be reviewed via CICS

### 120106. ADDITIONAL INSTRUCTIONS FOR THE AUDIT OF THE BIR AND BTR.

1. The opening paragraph should contain instructions about reporting audit screening on the UD and how vital it is to tracking audits in general.

#### 2. Corrective Action:

a. Information printed on the BIR and BTR is generated from information in the CMF computer record. Therefore, UD entries will be used to report additions, deletions, changes, missing, or erroneous data on the BIR or BTR. When an incomplete item appears on the BIR or BTR, the complete information must be reported on the UD.

b. Certain items in officer and enlisted records can be corrected only by the CMC. Discrepancies noted in these items will be reported to the appropriate staff office at HQMC. RU's must ensure that the correspondence to the CMC includes the following information:

(1) Information in the MCTFS as shown on the BIR or BTR.

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(2) Information contained in the RU's records and/or the Marine's Service Record.

(3) When applicable, if the correct information is different from that contained in the Service Record, provide additional information to assist in research.

### 3. Requesting BIR or BTR for the Entire Unit

a. The BIR and BTR are printed locally when auditing for individual Marines. If printouts of the computer records are needed for the entire unit, such as prior to deployment, they will be requested via the instructions in Section 3 of this chapter.

b. BIR's and BTR's requested for the entire unit need not be audited upon receipt unless the commander so desires.

### 4. Disposition of BIR and BTR

a. The audited copy of the BIR/BTR with all signatures will be filed on the document side of the Service Record.

b. Prior to deployment, either individually or as a unit, a BIR and BTR may be printed for each Marine deploying. These BIR/BTRs may be maintained with the RU's administrative documents separately or filed on top of the standard pages side of the Service Record if audited. If the BIR/BTR is filed in the SR it must be thoroughly audited (to include dependency certification). However, the BIR and BTR need not be audited if maintained with the RU's administrative documents separately.

### 5. The BIR and BTR will be printed on the following occasions:

a. Upon joining for duty, FAP, attached for TAD, return from FAP/TAD and reserves returning from a period of active duty in excess of 30 days.

b. Upon the occasion of a Triennial Audit.

c. As required by the RU Commander.

6. CONTROL SYSTEMS. Each unit will establish an internal control system to ensure that the BIR/BTR is processed properly. Each unit will also establish a procedure that best suits its needs and strictly adhere to it. In the case of reserve audit requirements, the active duty site commander/I-I/supervisor must become familiar with the procedure in Chapter 4 Section 7, and periodically check to ensure it is being followed.

### 120107. RECORD OF EMERGENCY DATA (RED) PRINT REQUIREMENTS.

#### 1. The RED will be audited and changes made on the following additional occasions:

a. Join/Triennial audit process.

b. Within 30 days of deployment.

c. When the Marine requests changes to the RED.

#### 2. RU's are required to print individual RED's on the following occasions:

a. When a Marine's record does not contain a RED.

b. Prior to a required audit if the RED in the Service Record has previously been pen changed.

c. Prior to transfer or detachment for TAD in excess of 30 days.

d. When pen changes on more than one date are made to the RED. For example, a Marine adds a child to the RED and changes an address, signs and dates the changes and they are reported on the UD. There is no requirement to print and sign a new RED at this time. However, at some later date the Marine returns to report another change. At that time a new RED must be printed, the change penned-in, and the RED signed and dated by the Marine. However, if the system is unavailable, the Marine can change the old RED with

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the understanding that he/she **must** return within 30 days to sign a newly created RED after the changes have posted in the MCTFS.

e. RED's will be printed, either individually or by the RU, by using the Individual Records Menu within CICS. Units are required to establish an internal control system to ensure that RED's are printed, verified, and filed in the Service Record upon the occasions described above.

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## Section 2: COMMANDER'S UNIT DIARY DATA BASE (CUddb)

### 120200. FORMAT AND CONTENT.

The CUddb is a personnel verification database, which provides the local commander with information on members joined or attached to the command. The CUddb is an abbreviated copy of the VEF1200 from which commanders can draw data. Although a vast majority of transactions automatically update the CUddb upon certification of a diary, there are some that do not because of complex editing and processing logic. Even though the unit may have a current database, it may not always be an accurate one in relation to the mainframe. Additionally, a unit must have the ability to access information input from other sources (HQMC, MISSO, or TAD/FAP units) on their personnel. The TRECON process provides this capability.

### 120201. TRECON PROCESS.

1. The TRECON process is a mainframe application that takes processed information from the VEF1200 A & B and loads the information into a data set for download into the CUddb. Upon completion of this job a TRECON may be downloaded for the unit to perform their reconciliation. A unit may obtain a TRECON by two means:

a. The first method should only be used when the unit is experiencing technical difficulties. At that time the unit may request a diskette containing their TRECON from MISSO itself. Once the unit receives the TRECON diskette, they can perform their reconciliation of the CUddb.

b. The second way in which a unit may obtain their TRECON is by File Transfer. This is a procedure that requires some type of Emulation File Transfer (3270) software, such as Attachment/EXTRA, CXI, TC Link or Banyan Vines. The concept of File Transfer involves taking a file resident on the computer and uploading (making courier) to or downloading TRECON's from a host mainframe through a data set.

2. In addition to having the file transfer software resident on a computer, other requirements are necessary for a successful file transfer. Units must also have access to Timesharing Option (TSO). TSO is a mainframe application that acts as an interactive host, which allows users to access their mainframe datasheet for uploads/downloads. Access to TSO is granted by the local RASC security department, and is based on the individual User ID.

3. There are two common forms of TRECON's:

a. The first is a Full TRECON. It should be downloaded by a unit semi-monthly; after each Update and Extract Update Routine (U&E). Active and Reserve Full TRECON data sets are generated with mid-month U&E and the end-of-month U&E.

b. The second is a Touched Record TRECON. It may be downloaded by a unit after each nightly non U&E cycle. Active and Reserve Touched Record TRECON data sets are automatically generated with each daily cycle. Touched records are defined as those records that have been updated within the last 7 days.

4. TRECON data sets will be named as follows: (Note that XXXXX = the RUC):

a. Regular (Full) TRECON Dataset names will be as follows:

- (1) Camp Lejeune, (MISSO-02) 'KCTSHARE.ONLN.T7047TRJ.CLB.RUCXXXXX'
- (2) Camp Pendleton, (MISSO-03) 'KCTSHARE.ONLN.T7047TRJ.CPP.RUCXXXXX'
- (3) Okinawa Japan, (MISSO-27) 'KCTSHARE.ONLN.T7047TRJ.OKR.RUCXXXXX'
- (4) Kansas City, (Active) (MISSO-16) 'KCTSHARE.ONLN.T7047TRJ.KCT.RUCXXXXX'
- (5) Kansas City, (Reserve) (MISSO-17) 'KCTSHARE.ONLN.T7047TRJ.RES.RUCXXXXX'
- (6) Quantico, (MISSO-09) 'KCTSHARE.ONLN.T7047TRJ.MQG.RUCXXXXX'

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b. Regular (Touched) Trecon Dataset names will be as follows:

- (1) Camp Lejeune, (MISSO-02) 'KCTSHARE.ONLN.T7047TUJ.CLB.RUCXXXXX'
- (2) Camp Pendleton, (MISSO-03) 'KCTSHARE.ONLN.T7047TUJ.CPP.RUCXXXXX'
- (3) Okinawa Japan, (MISSO-27) 'KCTSHARE.ONLN.T7047TUJ.OKR.RUCXXXXX'
- (4) Kansas City, (Active) (MISSO-16) 'KCTSHARE.ONLN.T7047TUJ.KCT.RUCXXXXX'
- (5) Kansas City, (Reserve) (MISSO-17) 'KCTSHARE.ONLN.T7047TUJ.RES.RUCXXXXX'
- (6) Quantico, (MISSO-09) 'KCTSHARE.ONLN.T7047TUJ.MQG.RUCXXXXX'

c. Higher Headquarters (HHQ) TRECON Dataset names will be as follows:

- (1) Camp Lejeune, (MISSO-02) 'KCTSHARE.ONLN.T7047TSJ.CLB.RUCXXXXX'
- (2) Camp Pendleton, (MISSO-03) 'KCTSHARE.ONLN.T7047TSJ.CPP.RUCXXXXX'
- (3) Okinawa Japan, (MISSO-27) 'KCTSHARE.ONLN.T7047TSJ.OKR.RUCXXXXX'
- (4) Kansas City, (Active) (MISSO-16) 'KCTSHARE.ONLN.T7047TSJ.KCT.RUCXXXXX'
- (5) Kansas City, (Reserve) (MISSO-17) 'KCTSHARE.ONLN.T7047TSJ.RES.RUCXXXXX'
- (6) Quantico, (MISSO-09) 'KCTSHARE.ONLN.T7047TSJ.MQG.RUCXXXXX'

d. Select RUC TRECON Dataset names will be as follows:

- (1) Camp Lejeune, (MISSO-02) 'KCTSHARE.ONLN.T7047TTJ.CLB.RUCXXXXX'
- (2) Camp Pendleton, (MISSO-03) 'KCTSHARE.ONLN.T7047TTJ.CPP.RUCXXXXX'
- (3) Okinawa Japan, (MISSO-27) 'KCTSHARE.ONLN.T7047TTJ.OKR.RUCXXXXX'
- (4) Kansas City, (Active) (MISSO-16) 'KCTSHARE.ONLN.T7047TTJ.KCT.RUCXXXXX'
- (5) Kansas City, (Reserve) (MISSO-17) 'KCTSHARE.ONLN.T7047TTJ.RES.RUCXXXXX'
- (6) Quantico, (MISSO-09) 'KCTSHARE.ONLN.T7047TTJ.MQG.RUCXXXXX'

### 120202. CUDDB RECONCILIATION PROCESS.

1. The reconciliation process is an important feature of UDMIPS, it overlays the CUDDB with processed data retrieved from the mainframe. Detailed instructions to reconcile a TRECON refer to the UDMIPS Users Manual (UDMIPS.RTF) located in the 'Doc' sub-directory of UDMIPS.

2. Units should perform reconciliation, at a minimum, on a weekly basis. The TRECON and the unit's reconciliation process are inherent to maintaining an accurate CUDDB. Note that a late reconciliation does not inhibit Unit Diary transaction reporting. If a weekly reconciliation cannot be performed, users should reconcile at the earliest opportunity, checking for transferred members that may have been added back to the CUDDB. Transferred members should then be deleted.

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## Section 3: REPORTS

### 120300. MCTFS CICS LOG-ON PROCEDURES.

Local command procedures will be followed to obtain the KCT Application Menu. Select the KCT APPLICATION MENU screen. Via this screen, you will access the Entry Validation screen where you will need to enter your Userid and Password. If your ID and Password are correct, the system will allow you access to the CL/SUPERSESSION Main Menu screen. From the CL/SUPERSESSION Main Menu screen, select the CICS USMC PRODUCTION. Select the MC TOTAL FORCE SYSTEM to access the RPTS-UNIT REPORTS Option.

### 120301. MCTFS REPORTS SUB MENU SELECTION SCREEN

The MCTFS CICS "RPTS-UNIT REPORTS" option is designed to allow users to make on-line requests for batch or local print production of unit reports and to allow users to research individual Marines MCTFS records.

### 120302. MCTFS OPTION SELECTION SCREEN/SSN SELECTION SCREEN.

1. There are 26 report options (lettered A-Z) with corresponding parameter selections. The report options are displayed on two screens. Use the PF7 and PF8 keys to toggle between the option screens. EXAMPLES of the report option screens can be found in Figure 12-1 and 12-2.

2. When selecting different reports, the parameters listed inside parentheses are not required. Once an option is selected, a second screen appears, prompting the user for entering SSN's when reporting individual reports.

### 120303. UNIT REPORTS.

1. RU's may request or locally print special purpose unit rosters from OLDS using the Reserve Unit/Individual Reports Option from the CICS Production Menu. If requested MISSO-17 will mail requested reports to the unit within 24 hours of receipt of the request. Available unit reports and their intended use are described in this section. These reports are optional, and have no audit or retention requirements, but it is strongly suggested that they be used as local level management tools. Erroneous or missing data indicates that a Marine's record is erroneous or contains missing data. In this case the RU will report corrections on the next available UD.

2. The reports listed in this section were designed for the RU. If they do not meet the RU's requirements, recommendations for modification, cancellation, or initiation of new reports will be submitted to CMC (MI) via the chain of command.

### 120304. SSN/PERSONNEL ROSTER.

This report provides the commander with the means to monitor the status of selected MCTFS data elements and provides a personnel locator in SSN sequence. This roster lists all personnel in the RU for gains and losses reported on a UD that completed processing prior to the date the roster was created. Names will appear on the roster in SSN order without regard to grade. There is no requirement to audit this roster. However, the unit may do so if workload requirements permit.

#### 1. ACTIVE DUTY LAYOUT:

- a. LAST-NAME = Last-Name.
- b. INIT = Initials.
- c. SSN = SSN.
- d. PRS GRD = Present-Grade-Code
- e. PRI MOS = Primary-MOS-Code.
- f. AD MOS1 = Add1-First-MOS-Code.

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- g. AD MOS2 = Add1-Second-MOS-Code.
- h. GCT = GCT-Total.
- i. DOB = Date-of-Birth.
- j. DU LMT = Duty-Limit-Status-Code.
- k. TSI = Security-Type-Invest-Code.
- l. SL = Security-Clearance-Held.
- m. SEC COMP DATE = Security-Invest-Complete-Date.
- n. SEX = SEX.
- o. EC = Ethnic-Group
- p. RC = Race.
- q. OSC DATE = Overseas-Control-Date.
- r. ACC DEP TIM = Accumulated-Deployed-Time.
- s. DEPL STAT CODE = Deployment-Status-Code.
- t. DEPL RET DATE = Deployment-Return-Date.
- u. DEPL MCC = Present-Monitored-Command-Code.

### 2. RESERVE LAYOUT:

- a. SSN = Social-Security-Number.
- b. LAST NAME = Last-Name.
- c. INIT = Initials.
- d. RS = Reserve-Record-Status-Code.
- e. RANK = Present-Grade.
- f. DOR = Present-Rank-Date.
- g. SEX = SEX.
- h. EC = Ethnic-Code.
- i. RC = Race.
- j. DOB = Date-of-Birth.
- k. ENL DTD = Date-Enlistment-or-Acceptance
- l. CIVED = Civilian-Education-Information.
- m. ANNDTD = Anniversary-Date.
- n. ECC = Reserve-Expiration-Current-Contract.
- o. PLT CODE = Platoon-Code.

### 120305. PROM/TRAINING ROSTER.

This roster provides the commander with the means to monitor promotions, select grades, and the Automated Composite Score Program. This roster lists all personnel in the RU for 12-14



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gains and losses reported on a UD that completed processing prior to the date the roster was created. Names will appear on the roster by grade groupings and by DOR within each grade grouping. There is no requirement to audit this roster; however, it is a good management tool for monitoring promotions and identifying missing composite score data elements.

### 1. ACTIVE DUTY LAYOUT:

- a. LAST NAME = Last-Name.
- b. INIT = Initials.
- c. SSN = SSN.
- d. PRS GRD = Present-Grade-Code.
- e. DOR = Present-Rank-Date.
- f. AFADBD = Armed-Forces-Act-Du-Base-Date.
- g. SEL GRD = Grade-Select-Information.
- h. SEX = SEX.
- i. RIFLE DATE = Current-Rifle-Qual-Dt.
- j. RIFLE SCORE = Current-Rifle-Qual-Score-Cd.
- k. PHYSICAL FITNESS DATE = Physical-Fitness-Test-Dt.
- l. PHYSICAL FITNESS CODE = Physical-Fitness-Semi-Ann-Code.
- m. PHYSICAL FITNESS SCORE = Physical-Fitness-Score-Qy.
- n. PHYSICAL FITNESS CLASS = Physical-Fitness-Class-Cd.
- o. BST/EST YEAR DATE = BST-EST-Year-Date.
- p. BST/EST TSK PFM = BST-EST-Task-Performed-Cd.
- q. BST/EST TSK ATT = BST-EST-Task-Attempted-Cd.
- r. BST/EST FNL SCR = BST-EST-Final-Score-Qy.
- s. ED PT = Self-Education-Bonus-Points.
- t. RCT PTS = Command-Recruiter-Bonus-Points.
- u. SPD PTS = Special-Duty-Bonus-Points-Qy.
- v. AVG CON = Conduct-Average-Grade.
- w. AVG PRO = Proficiency-Average-Grade.
- x. COMP SCORE = Composite Score.
- y. PRI MOS = Primary-MOS-Code.
- z. PLT CODE = Platoon-Number.

### 2. RESERVE LAYOUT:

- a. LAST NAME = Last-Name.
- b. INIT = Initials.
- c. SSN = SSN.

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- d. RS = Reserve-Record-Status-Code.
- e. PRS GRD = Present-Grade-Code.
- f. DOR = Present-Rank-Date.
- g. SEL GRD = Grade-Select-Information.
- h. SEX = SEX.
- i. RIFLE DATE = Current Rifle Qual Dt.
- j. RIFLE SCORE = Current Rifle Qual Score Cd.
- k. PHYSICAL FITNESS DATE = Physical-Fitness-Test-Dt.
- l. PHYSICAL FITNESS CODE = Physical-Fitness-Semi-Ann-Code.
- m. PHYSICAL FITNESS SCORE = Physical-Fitness-Score-Qy.
- n. PHYSICAL FITNESS CLASS = Physical-Fitness-Class-Cd.
- o. BST/EST YEAR DATE = BST-EST-Year-Date.
- p. BST/EST TSK PFM = BST-EST-Task-Performed-Cd.
- q. BST/EST TSK ATT = BST-EST-Task-Attempted-Cd.
- r. BST/EST FNL SCR = BST-EST-Final-Score-Qy.
- s. COMP SCORE = Composite Score.
- t. PRI MOS = Primary-MOS-Code.
- U. PLT CODE = Platoon Number.
- v. WEIGHT CNTRL = Weight-Control-From-Date.
- w. MIL APPEAR = Military-Appearance-From-Date.

### 120306. UNIT AUDIT ROSTER.

This roster lists all members of the RU with an anniversary date for the current month. It provides the unit with a means to monitor and control audits and record screenings. It includes data regarding the Anniversary Audit Process, annual screening for the Reserve, and medical status information. The Unit Annual Audit Roster is not a mandatory report, there are no audit requirements, and it may be requested at the option of the unit. The Unit Audit Roster includes the following data elements:

#### 1. ACTIVE DUTY LAYOUT:

- a. SSN
- b. LNAME = Last Name
- c. INIT = Initials
- d. DATE RED COMPLETED = (To be completed by auditor)
- e. DATE LES RECEIVED = (To be completed by auditor)
- f. DATE LES COMPLETED = (To be completed by auditor)
- g. DATE BAH(B) COMPLETED = (To be completed by auditor)
- h. DATE BAH(V) COMPLETED = (To be completed by auditor)

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### 2. RESERVE LAYOUT:

- a. LNAME = Last Name.
- b. INIT = Initials.
- c. SSN = SSN.
- d. RS = Record-Status-Code.
- e. ANNDTD = Anniversary-Date.
- f. LAST SCREEN INFO REA = Screening-Reason.
- g. LAST SCREEN INFO RES = Screening-Result.
- h. LAST SCREEN INFO DTD = Screening-Date.
- i. DOB = Date-of-Birth.
- j. LAST PHYSICAL INFO DTD = Date-of-Last-Physical.
- k. LAST PHYSICAL INFO DTDCERT = Date-of-Physical-Certification.
- l. LAST PHYSICAL INFO PHYRSK = Physical-Risk-Code.
- m. SRB OQR MED = SRB/OQR/Health Record Location Flag.
- n. VAS INFO REC = Date BIR/BTR received (to be completed by auditor).
- o. VAS INFO AUD = Date BIR/BTR audited (to be completed by auditor).
- p. VAS INFO UD = UD Number and date BIR/BTR audit information was reported (to be completed by auditor).
- q. PLT CODE = Platoon-Number.
- r. CRCR CERTDT = CRCR-Certification-Date.

### 120307. UNIT PAY ENTITLEMENTS ROSTER.

This roster provides the commander with the means to monitor selected MCTFS pay related items and provides forecasted pay for mid and end of the month paydays. This roster lists all personnel in the RU for gains and losses reported on a UD that completed processing prior to the date the roster was created. Names will appear in alphabetical sequence without regard to grade. The unit is not required to audit this roster; however, if this roster is audited, it may reduce the amount of manual payments which must be authorized by the commander and, as a result, will provide more accurate and timely pay for every Marine in the unit. A MCBul 7200 series provides a listing of update and extract (U&E) cutoff dates for each scheduled payday. Pay transactions reported and processed prior to the U&E cutoff date will be reflected in the pay check of the next scheduled payday. To ensure the validity of forecasted pay amounts, this report should be requested the day after the completion of the first U&E of the month. The roster includes the below data:

- 1. SSN = SSN.
- 2. LAST NAME = Last-Name.
- 3. INT = Initials.
- 4. PRS GRD = Present-Grade-Code.
- 5. PAY STAT = Prime-Pay-Status-Code.
- 6. POE CODE = Prime-POE-Code.

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7. DSSN = Prime-Disb-Office-DSSN-Code.
  8. D S = Duty-Status-Code.
  9. R E R = Planned-Reenl-Ext-Retire-Flag.
  10. E C C = ECC-EAS-Flag.
  11. ECC DATE = Expiration-Of-Current-Contract.
  12. EAS = Expiration-Of-Active-Service.
  13. NR EX = Current-Extension-Number.
  14. TOT MO EXT = Total-Length-All-Extensions.
  15. DATE LAST EXT = Extension-enlist-Effect-Date.
  16. M S = Marital-Status-Code.
  17. D E P = Dependent-Certification-Code.
  18. B A H = BAH-Flag-Code.
  19. Q T R = QTR-Code.
  20. B A S = BAS-Code.
  21. CMA DATE = Clothing-Replacement-Allow-Dt.
  22. AFADBD = Armed-Forces-Act-Du-Base-Date.
  23. PEBD = Pay-Entry-Base-Date.
  24. TIME LOST FLAG = Time-Lost-Flag.
  25. EST PAY MIDMO = First-Normal-Pay-Day-Amount.
  26. EST PAY EOM = Second-Normal-Pay-Day-Amount.
120308. EDUCATION DATA.

This report allows RU's to verify information on service schools, MCI courses, and off-duty education courses.

### 120309. UNIT CAREER PLANNING ROSTER.

This roster provides the commander with information to monitor career planning data elements. It lists all personnel in the unit in ascending EAS sequence.

### 120310. REENLISTMENT LETTERS REPORT (MCRSC).

This report along with accompanying reenlistment letters will be used by the MCRSC unit supervisors to manage reenlistments in the IRR, MTU, and SMCR (individuals maintained by MCRSC).

### 120311. SGLI ACTION REPORT FOR MTU MEMBERS (MCRSC).

This report contains information on SGLI for MTU members and is to be used by the MCRSC MTU supervisor to manage SGLI for MTU members.

### 120312. LES PRODUCTION ERRORS REPORT.

This report is necessitated by the implementation of state tax deduction from reservist's pay. Only the following two error descriptions will require action and other error descriptions should be ignored:

## MCTFSPRIM

1. When the message "STATE TAX CODES DO NOT AGREE IN MASTER RECORD. REPORT TTC 435" appears, verify the Marine's legal tax residence on the DD Form 2058 in the OQR/SRB. If appropriate, report TTC 435 000 per Chapter 8.
2. When the message "STATE TAX PLAN/EXEMPTIONS DO NOT AGREE IN CMF. REPORT TTC 302" appears, verify the plan (M or S) and number of exemptions on the Marine's IRS Form W-4 for state tax. If appropriate, report state tax plan/exemption correction by reporting TTC 302 000 per Chapter 8.

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## MCTFS REPORTS SUB MENU SELECTION SCREEN

TJBPRTS					XX/XX/XXXX
XXXXXX		MCTFS UNIT REPORTS	SUB-MENU		XX:XX:XX
PRINT			PRINT		
OPTION	DESCRIPTION	PARAMETERS	OPTION	DESCRIPTION	PARAMETERS
*****			*****		
A -	COMP SCORE WORKSHEET	1, (2,3,4,5)	J -	BASIC INDIV RECORD	1, (2,3,4,5)
B -	PROJ COMP SCORE WRKSHT	1, (2,3,4,5)	K -	BASIC TRAIN RECORD	1, (2,3,4,5)
C -	CAR RET CR REPORT	1, (3,5)	L -	TBIR AND TBTR	1, (2,3,4,5)
D -	ANN RET CR RPT (CUR YR)	1, (3,5)	M -	TBIR, TBTR, TROS, TRED	
E -	ANN RET CR RPT (PR YR)	1, (3,5)		TEDU	1, (2,3,4,5)
F -	UNIT FRGN LANG REPORT	1, (2,3)	N -	TBIR, TBTR, TROS, TRED	
G -	MCAAT RANDOM AUDIT RPT	1, (6)		TEDU, TIDR, PERF EVAL,	
H -	UNIT MARKSMANSHIP RPT	1		DIARY RETR, CARSEA	1, (2,3,4,5)
I -	UNIT RIFLE REPORT	1		PARMS -- (DO NOT USE FOR MULT SSN'S)	
OPTION: MULTIPLE SSN'S: N (Y/N)			1 -	RUC:	
SELECT REPORT DESTINATION BELOW:			2 -	COMPANY CODE:	(ACTIVE ONLY)
LOCAL NETWORK PRINTER ID: XXXXXXXX			3 -	PLATOON:	
DESTINATION ID: (ENTER ??? FOR ID'S)			4 -	LSSN:	(ACTIVE ONLY)
RECEIVING RUC:			5 -	ANNV MONTH:	(RESERVIST ONLY)
ADD'L ROUTING INFO:			6 -	#RANDOM SSNS:	(MCAAT ONLY)
			7 -	REMARK #:	
			8 -	COHESION INFO:	
PF1 -	HELP		PF3 -	EXIT TO MAIN MENU	
			PF8 -	MORE PRINT OPTIONS	

FIGURE 12-1 REPORT OPTION SCREEN(1)

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## MCTFS REPORTS SUB MENU SELECTION SCREEN (CONT)

```

TJBPRTS                                XX/XX/XXXX
XXXXXX                                XX:XX:XX
PRINT                                PRINT
OPTION  DESCRIPTION                    PARAMETERS  OPTION  DESCRIPTION                    PARAMETERS
*****
O - INDIV DEPLOY RECORD                1, (2,3,4,5)  X - CAREER PLANNING RPT                1, (2,3)
P - RECORD OF EMERGENCY                1, (2,3,4,5)  Y - SUMMARY OF REMARK                  1, 7 (2,3)
Q - RECORD OF SERVICE                  1, (2,3,4,5)  Z - COHESION INFORMATION                (1,8)
R - EDUCATION DATA                    1, (2,3,4,5)
S - VERIFICATION ROSTER                1, (2,3)
T - SSN/PERSONNEL ROSTER               1, (2,3)
U - PROM TRAINING ROSTER               1, (2,3)
V - ANNUAL AUDIT ROSTER                1, (4)
W - PAY ENTITLE ROSTER                 1, (2,3)

OPTION:      MULTIPLE SSN'S: N (Y/N)
SELECT REPORT DESTINATION BELOW:
LOCAL NETWORK PRINTER ID: XXXXXXXX
DESTINATION ID:      (ENTER ??? FOR ID'S)
RECEIVING RUC:
ADD'L ROUTING INFO:

*** ERASE LOCAL NETWORK PRINTER ID TO RECEIVE PRINT AT DESTINATION ID ***
PF1 - HELP          PF3 - EXIT TO MAIN MENU          PF7 - SCROLL BACKWARD
  
```

FIGURE 12-2 REPORT OPTION SCREEN (2)

# MCTFS PRIM

## Section 4: MCTFS BASIC INDIVIDUAL RECORD/BASIC TRAINING RECORD AUDIT PROCESS

### 120400. BIR AND BTR AUDIT REQUIREMENTS

1. Occasions for Audit. A BIR and BTR will be printed for audit of active duty and reserve component Marines on the occasions set forth below:

a. Whenever the Marine is joined chargeable by an RU, attached DUINS in excess of 20 weeks or returned from TAD, FAP or deployment 31 days or more.

b. To coincide with the triennial audit requirement.

c. Whenever the commander considers that an additional audit is necessary.

2. Action by the RU. The RU will conduct the join process audit or triennial audit, correct the discrepancies, and file the updated BIR and BTR in the SRB/OQR per the instructions contained in paragraph 120104 above.

3. Intermediate Commander's Responsibilities. The intermediate commander of reserve units will publish standard screening criteria which will include procedures for soliciting BIR/BTR related information from reservists under their command. The active duty site commander/I-I/supervisor will ensure that the RU establishes procedures to ensure the timely, audit, and correction of triennial, join, and requested BIR's/BTR's.

4. Audit Procedures are as follows:

a. The audit will be accomplished to ensure accuracy, completeness, currency, and consistency of the BIR, BTR, SRB/OQR, and any source documents available to the Marine or the unit.

b. Accuracy of these records can best be determined through interview with the individual Marine. Therefore, the audit will be conducted during an interview with the Marine. The RU commander will designate an officer, Lance Corporal/GS-4 or above, in writing to conduct the audit/interview. The Marine will acknowledge the audit/interview by signing the BIR and BTR. When the Marine is not located at the unit and traveling the distance would create a hardship, telephone or other means of communication should be used to accomplish the audit. The auditor who conducts the interview will sign the BIR and BTR. When the Marine is not available, the BIR and BTR will be signed by the auditor who will indicate that the Marine was not available and the reason for nonavailability. The method for signature will be as follows: first name, middle initial, and last name for both auditor and Marine.

c. Tables 12-1 and 12-2 contain checklists of all data elements displayed on the BIR/BTR, with corresponding reference paragraphs and MCTFS screens. The RU will use these checklists to conduct BIR/BTR audits. Codes used on the BIR/BTR are followed by a brief English statement where space permits. When auditing the BIR/BTR the auditor must bear in mind that the BIR/BTR is prepared from the CMF. If the UD entries have been reported on or after the production date they will not be reflected on the BIR/BTR. Auditors will use MCTFS to account for data reported after the preparation date.

5. Corrective Action

a. Information printed on the BIR and BTR is generated from information in the CMF computer record. Therefore, UD entries will be used to report additions, deletions, changes, missing, or erroneous data on the BIR or BTR. When an incomplete item appears on the BIR or BTR, the complete information must be reported on the UD. Certain items in officer and enlisted records can be corrected only by the CMC or MISSO. Discrepancies noted in these items will be reported to the CMC or MISSO. RU's must ensure that the correspondence to the CMC or MISSO includes the following information:

(1) Information in the MCTFS as shown on the BIR or BTR.

(2) Information contained in the RU's records and/or the Marine's SRB/OQR.



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(3) When applicable, if the correct information is different from that contained in the SRB/OQR, provide additional information to assist in research. For example, if a Marine states that a service school has been completed but the SRB/OQR does not indicate completion and the Marine does not have a copy of the diploma or a certificate of completion, include this information in the request for assistance, in addition to the title of the course/date completed.

b. Annotations. The auditor will annotate the BIR/BTR with the correct information when an error is detected. The absence of annotations may indicate that the BIR/BTR was not audited. Auditors will also insert information for blank items and annotate items for which none is an appropriate response as "None." If an item is not applicable to the Marine being audited, the auditor will insert "N/A". The auditor will use standard 8-digit dates; e.g., 19980607. When the audit is completed the auditor will write the UD number(s) and UD date(s) for the UD's which reported corrections on the completed BIR/BTR.

c. Errors in the SRB/OQR records will be corrected per the instructions in MCO P1070.12.

d. Pay Account. Discrepancies noted as a result of the CO's audit of the LES will be corrected by appropriate UD entry. Those discrepancies that require action by the FO (See DFAS-KC 7220.31-R) will be reported to the servicing FO for appropriate action.

6. The BIR contains blank lines that are used for certifying completion of the audit:

a. Dependency Certification. Members with dependents will certify their entitlement to receive Basic Allowance for Housing on behalf of their dependents.

b. Complete the mobilization screening requirement by having the Marine sign the screening entry on the join process audit or triennial audit BIR/BTR filed on the left hand side of the SRB/OQR. Marines may sign and date the mobilization screening entry on the audited BIR/BTR up to three times before a complete triennial audit is required (see Figure 12-3). The mobilization statement requirement may also be completed by entering a standard paragraph on the ATD orders and having the member sign it prior to the ATD (refer to MCO P1000.6).

c. Member Certification. The individual Marine will sign in this space to acknowledge presence for the audit. When the Marine is not present for the audit, the auditor conducting the audit will sign in this space and indicate that the Marine was not available and indicate the reason for nonavailability.

d. Auditor Certification. The signature of the auditor, conducting the audit will always appear on the BIR whether or not the Marine is present for the audit.

e. Date Audit Completed. The eight-digit date that the audit was completed will be entered next to the auditor's certification.

f. Reported on UD. Enter the number of the UD on which corrections to erroneous/incomplete data contained on the BIR or BTR were reported.

**NOTE:** When the Marine is not present for the audit, the officer, Lance Corporal/GS-4 or above conducting the audit will sign in this space and indicate that the Marine was not available for signature and indicate reason for nonavailability.

7. Requesting BIR or BTR for the Entire Unit. The BIR and BTR are printed locally when auditing for individual Marines. If printouts of the computer records are needed for the entire unit, such as prior to deployment, they will be requested via the CICS MENU.

8. Disposition of BIR and BTR. The audited copy of the BIR/BTR with all signatures will be filed on the document side of the SRB/OQR.

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## ACTIVE DUTY/RESERVE

I CERTIFY THAT MY ELIGIBILITY FOR ENTITLEMENT TO BASIC ALLOWANCE FOR HOUSING HAS/HAS NOT CHANGED SINCE MY LAST CERTIFICAITON/UPDATE.

SIGNATURE

DATE

DEPN ZIP IF APPLICABLE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## RESERVE

I CERTIFY THAT I HAVE BEEN INFORMED ABOUT THE MOBILIZATION DELAYS/EXEMPTION PROGRAM AND ASSOCIATED POLICIES. I FURTHER CERTIFY THAT MY REITREMENT OR DISABILITY PENSION STATUS HAS NOT CHANGED. IF MY STATUS HAS CHANGED, I HAVE COMPLETED THE NECESSARY FORMS.

CERTIFICATION:

MARINE:\_\_\_\_\_ DATE:\_\_\_\_\_ AUDITOR:\_\_\_\_\_ UD NUM:\_\_\_\_\_

Figure 12-3--Example of Certification requirements for both AD and RES

# MCTFSPRIM

TABLE 12-1.--BIR AUDIT ITEMS.

HEADING AS IT APPEARS ON THE BIR.

1.

HEADER INFORMATION

<p>*SSN*</p> <p>SSN should be the same as shown on Form 0A-702.1: Social Security Card.</p>	<p>MCTFSPRIM: CH 4, Sect 1</p> <p>SRB: DD FORM 4</p> <p>OQR: NAVMC 763</p> <p>MCTFS: ALL DISPLAYS</p>
<p>*NAME*</p> <p>Name should be the same as shown on Form 0A-702.1: Social Security Card.</p>	<p>MCTFSPRIM: CH 4, Sect 1</p> <p>SRB: DD FORM 4</p> <p>OQR: NAVMC 763</p> <p>MCTFS: ALL DISPLAYS</p>
<p>*PRES-GRADE*</p> <p>The grade of the Marine. In the case of Officers and Staff NCO's this information Is entered by the CMC (MMPR)</p>	<p>MCTFSPRIM: CH 7, Sect 8</p> <p>MCTFS: ALL DISPLAYS</p>
<p>*RUC*</p> <p>The RU code of the unit to which the Marine is joined.</p>	<p>MCTFSPRIM: CH 6, Sect 2</p> <p>SRB/OQR: NAVMC 118(3)</p> <p>MCTFS: ALL DISPLAYS</p>
<p>*PLT CODE*</p> <p>The platoon number assigned.</p>	<p>MCTFSPRIM: CH 6, Sect 7</p> <p>MCTFS: ALL DISPLAYS</p>
<p>*COMPANY CODE*</p> <p>The company code assigned.</p>	<p>MCTFSPRIM: CH 6, Sect 7</p> <p>MCTFS: ALL DISPLAYS</p>

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS.

*MCC*	MCTFSPRIM: CH 6, Sect 6 SRB/OQR: NAVMC 118(3) MCTFS: TMOS, TOUR, S117, D117
The monitored command code of the unit to Which assigned.	

2.

## CONTRACT INFORMATION

*EAS*	MCTFSPRIM: CH 3, Sect. 3, CH 5, Sect. 5 SRB: DD FORM 4 OQR: SWAG/ORDERS MCTFS: ENLM, TBIR, MMOB, RT01CDOS, QCAC, RECS, SEPC, SEPS, TQER, QCRE
-------	--

*ECC*	MCTFSPRIM: CH 3, Sect. 3, CH 5, Sect. 5 SRB: DD FORM 4 OQR: SWAG/ORDERS MCTFS: CDOS, ENLM, QCAC, RECS, SEPC, SEPS, TBIR, TQER, VEAP, MMOB, RT01
-------	--

*EOS*	MCTFSPRIM: CH 3, Sect. 3, CH 5, Sect. 5 SRB: DD FORM 4 OQR: SWAG/ORDERS MCTFS: ENLM, MMOD, QCRE, RECS, SEPC, TBIR, MMOB, RT01
-------	--

*RESERVE ECC*	MCTFSPRIM: CH 3, Sect 3 SRB: DD Form 4 OQR: NAVMC 763 MCTFS: TBIR, QCRE, RT01, ENLM, MMOB
---------------	--

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS.

<p><b>*DATE OF ENL/ACCEPT*</b></p> <p>The DOE is the ED the current enlistment started. In the cases of officers this date is the ED their current officer status started. The following dates could appear for officers: Date accepted Reserve Commission, Date accepted Regular commission, Date accepted appointment as LDO, or Date accepted temporary appointment.</p>	<p>MCTFSPRIM: CH 5, Sect 5  SRB: DD FORM 4  OQR: NAVMC 763  MCTFS: ENLM, TBIR, RT04QCRE, RECS, RT03, SEPC</p>
<p><b>*AF ACT DU BASE DATE*</b></p> <p>This date will be computed from prior service information recorded on DD Form 1966, DD Form 214, or NAVMC 763 in the SRB/OQR. On the NAVMC 763 only periods of service in a Regular component may be considered as continuous AD. The NAVMC 763 cannot be used to determine periods of AD while in a Reserve component.</p>	<p>MCTFSPRIM: CH 5, Sect 5  SRB: DD FORM 1966 OR 214  OQR: NAVMC 763 OR DD FORM 214  MCTFS: CSHW, CSPW, ENLM, QCAC, RECS, RT01,  SEPC, TBIR, TROS</p>

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*PAY ENTRY BASE DATE*	MCTFSPRIM: CH 5, Sect 5 SRB: DD FORM (4), 1966 OQR: NAVMC 763 MCTFS: MMOB, ENLM, TROS, CDOS, COMM, CSPW, QCAC, QCRE, RECS, RT01, RT07, RT08, RT09, SEPC, TBIR, TQER
*DATE OF ORIG ENTRY DEAF: (DATE ORIGINALLY ENTERED ARMED FORCES) *	MCTFSPRIM: CH 5, Sect 5 SRB: DD Form 1966 OQR: NAVMC 763 MCTFS: TBIR, ENLM, QCRE, RECS, RT01, RT08, RT09, SEPC
*CURRENT ENL LENGTH*	MCTFSPRIM: CH 3, Sect 3 SRB: DD Form 4 MCTFS: ENLM, RECS, TBIR
*LENGTH CURR EXT*	MCTFSPRIM: CH 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, SEPC, TBIR
*NO EXT CURR ENL*  Extension data pertaining to extensions of the current enlistment.	MCTFSPRIM: CH 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116
*TOTAL MONTHS EXT*	MCTFSPRIM: CH 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116
*EFF DTE CURR EXT*	MCTFSPRIM: CH 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116, CDOS, QCAC, SEPC, TBIR

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*TIME LOST CURR ENL*	MCTFSPRIM: CH 7, Sect 4 MCTFS: S905, D905, ENLM
*MONTHS LAST ENL EXT*	MCTFSPRIM: CH 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116
*SOURCE OF ENTRY*	MCTFSPRIM: CH 4, Sect 8 MCTFS: ENLM, TBIR, COMM, QCAC, QCRE
*SOURCE OF INT ENTRY MIL SER*	MCTFSPRIM: CH 4, Sect 5 MCTFS: ENLM, TBIR
*COMPONENT CODE*	MCTFSPRIM: CH 6, Sect 7 MCTFS: ALL DISPLAYS
*STR CAT*	MCTFSPRIM: CH 6, Sect 7 MCTFS: QCAC, ACRE, RECS, RT01, TOUR, TBIR, QCRE
*RESERVE COMPONENT CODE*	MCTFSPRIM: CH 6, Sect 7 MCTFS: DISPLAYS
*DATE ACCEPTD FIRST COMMISSION*	MCTFSPRIM: CH 5, Sect 6 MCTFS: OFFD, RT01, TBIR, QCRE

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*DOD TRNGRP*	MCTFSPRIM: CH 6, Sect 7 RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM (RCCPDS) DODI NUMBER 7730.54 MCTFS: ENLM, TBIR
*TRAINING GRP*	MCTFSPRIM: CH 6, Sect 7 MCTFS: ALL DISPLAYS
*DU STATUS*	MCTFSPRIM: CH 4, Sect 4 MCTFS: QCAC, RECS, RT01, SEPC, TOUR, TBIR
*DU LIMIT/ED*	MCTFSPRIM: CH 4, Sect 4 MCTFS: D125, S125, RECS, RT01, TOUR, TBIR
*START MANDATORY DRILL*	MCTFSPRIM: CH 4, Sect 5 MCTFS: ENLM, MGIB, TBIR
*END MANDATORY DRILL*	MCTFSPRIM: CH 4, Sect 5 MCTFS: ENLM, MGIB, TBIR
*DATE OF BASIC ELIG*	MCTFSPRIM: CH 5, Sect 15
*PROGRAM ENLISTED FOR*	MCTFSPRIM: CH 4, Sect 8 MCTFS: ENLM, QCRE, TBIR



# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*ACTIVE DUTY MGIB STATUS*	MCTFSPRIM: CH 5, Sect 15 MCTFS: MGIB, TBIR
*MGIB-SR STATUS*	MCTFSPRIM: CH 5, Sect 15 MCTFS: TBIR
*6 YEARS OBL START*	MCTFSPRIM: CH 5, Sect 15 MCTFS: TBIR
*DESIG MIL PILOT*	MCTFSPRIM: CH 5, Sect 6 MCTFS: ACIP, TBIR
*OFFICER CANDIDATE EFF DATE*	MCTFSPRIM: CH 4, Sect 9 MCTFS: OFFD, TBIR

3.

## SERVICE INFORMATION

*PRES GRADE/DOR*	MCTFSPRIM: CH 7, Sect 8 MCTFS: GRAD
The present grade and DOR for that grade.	
*SEL GRADE/DTE*	MCTFSPRIM: CH 7, Sect 8 MCO P1200.7 (MOS MANUAL) MCTFS: GRAD, TBIR

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*T/O NUMBER/LINE NUMBER*	MCTFSPRIM: CH 4, Sect 8 MCTFS: TOUR, TBIR
*WORK STATION*	MCTFSPRIM: CH 6, Sect 7 MCTFS: TBIR, TOUR
*BILLET DESCRIPTION*	MCTFSPRIM: CH 4, Sect 8 MCTFS: D922, TBIR, TOUR
*PEN/RCN*	MCTFSPRIM: CH 6, Sect 6 MCTFS: QCAC, RECS, TBIR, TOUR
The program element number (PEN) is on the unit's table of manpower requirements. The responsibility center number (RCN) for the RUC/MCC must be obtained from the fiscal/supply officer. Discrepancies in the tables information on the UVR should be forwarded to the CMC (MIS).	
*DCTB*	MCTFSPRIM: CH 5, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, CDOS, QCAC, RT01, TBIR, TOUR, TQER
The date that the current tour of duty at the present MCC began.	
*DATE JOINED PRES UNIT*	MCTFSPRIM: CH 5, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, COMM, MMOB, QCAC, RT04, RBIR, TOUR
The date that the current tour of duty at the present RUC began.	
*DATE JOINED SMCR*	MCTFSPRIM: CH 4, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, RT04, TBIR

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

<p>*GEO LOC CODE/GEO LOC DCTB*</p> <p>This code identifies the present geographic area in which the Marine is stationed for the purpose of determining how long the Marine has been stationed in that area. GEO-LOCN DCTB indicates the year-month that the Marine was joined to a unit within a given geographic area. This information can be changed only by the CMC (MM).</p>	<p>MCTFSPRIM: CH 5, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, RT01, TBIR</p>
<p>*COMBAT SERV CODE*</p>	<p>MCTFSPRIM: CH 4, Sect 8 MCTFS: TOUR, TBIR</p>
<p>*LAST COMBT TOUR*</p>	<p>MCTFSPRIM: CH 5, Sect 5 MCTFS: TOUR, TBIR</p>
<p>*OFF REMOVAL DATE*</p>	<p>MCTFSPRIM: CH 4, Sect 5 MCTFS: TBIR, OFFD, RT04, RT07, RT08, RT09</p>
<p>*CO DATE*</p>	<p>MCTFSPRIM: 40906 MCTFS: TOUR, TBIR, PERS, RT05, TOUR</p>
<p>*LAST SEP/DISCH DATE/REASON*</p>	<p>MCTFSPRIM: CHAPTER 10 MCTFS: TOUR, TBIR, QCRE, RT01, RT03</p>
<p>*PMOS*</p>	<p>MCTFSPRIM: CH 5, Sect 9 MCTFS: QCRE, QCAC, CSHW, MMOB, RECS, RT01, TMOS, SEPCCDOS, CSPW, INBD, TBIR</p>

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*BMOS*	MCTFSPRIM: CH 5, Sect 9 MCTFS: CDOS, MMOB, QCAC, QCRE, TBIR, TMOS, TQER
*SMOS*	MCTFSPRIM: CH 5, Sect 9 MCTFS: TBIR, TMOS
*JMOS*	MCTFSPRIM: CH 5, Sect 9 MCTFS: TBIR, TMOS
*ADMOS*	MCTFSPRIM: CH 5, Sect 9 MCTFS: TBIR, TMOS, CDOS, MMOB, QCAC, QCRE, RECS, SEPC
*ACDU RUC/MCC*	MCTFS: ALL DISPLAYS
*RESERVE RUC*	MCTFSPRIM: CH 11, Sect 3 MCTFS: QCAC, QCRE, RT01, TBIR, TOUR
*MOB MCC*	MCTFSPRIM: CH 11, Sect 3 MCTFS: MMOB, RT01, TBIR
*1TADRUC - RUC/MCC*  The RUC/MCC of the first unit to which the Marine is attached for TAD.	MCTFSPRIM: CH 6, Sect 4 MCTFS: TBIR
*2TADRUC - RUC/MCC*  The RUC/MCC of the second unit which the Marine is attached for TAD.	MCTFSPRIM: CH 6, Sect 4 SRB/OQR: NAVMC 118(3) MCTFS: TBIR

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TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*ANNIVERSARY DATE*	MCTFSPRIM: 40506 MCTFS: TOUR, TBIR, PERS, RT05, QCRE, RT04, RT01, RT08, RT09, TBIR, TBTR
*FAPRUC*  The RUC of the unit and the MCC of the command to which the Marine is assigned for the period of FAP.	MCTFSPRIM: CH 6, Sect 4 MCTFS: TOUR, TBIR, PERS, RT05, QCAC
*FORMER RUC *	MCTFS: TOUR, TBIR, MMOB, RT01, CDOS, COMM, QCAC, QCRE, RECS, SEPC
*FUTURE RUC *	MCTFS: TOUR, TBIR, MMOB, RT01, CDOS, COMM, QCAC, QCRE, RECS, SEPC
*IND LOC CODE*  The individual location should reflect the current actual physical location of the Marine; for example, state and county or country.	MCTFSPRIM: CH 4, Sect 4 MCTFS: TOUR, TBIR TQER, RECS, RT01
*ACCUM DEPLOY TIME*	MCTFSPRIM: CH 9, Sect 10 MCTFS: TOUR, TBIR, QCAC
*DEPLOY RET DATE/DEPLOY STAT*  Identifies the date of a complete deployment of 5 or more months or the expected date of return for the current or next deployment.  Identifies specific Marines in a deployable unit who are committed or actually deployed and who are normally precluded from reassignment or transfer.	MCTFSPRIM: CH 9, Sect 10 SRB/OQR: NAVMC (118(3)) MCTFS: TOUR, TBIR

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TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

<p>*ROTATION TOUR DATE*</p> <p>The rotation tour date is only reported for Marines at duty stations outside the U.S.</p>	<p>MCTFSPRIM: CH 5, Sect 5  SRB/QQR: NAVMC 118(3)  MCTFS: TOUR, TBIR, RT01, TQER, QCAC</p>
<p>*OVERSEAS CONTROL DATE*</p>	<p>MCTFSPRIM: CH 5, Sect 5  MCTFS: QCAC, TBIR, TOUR</p>
<p>*LAST PHYS EXAM*</p>	<p>MCTFSPRIM: CH 4, Sect 2  MCTFS: TBIR, MISC, QCRE</p>
<p>*LAST PHYS CERT*</p>	<p>MCTFSPRIM: CH 4, Sect 2  MCTFS: TBIR, MISC, QCRE</p>
<p>*RESERVE UNIT JOIN DATE*</p>	<p>MCTFSPRIM: CH 5, Sect 5  MCTFS: CDOS, QCRE, RT04, TBIR, TOUR</p>

4.

## PERSONAL INFORMATION

<p>*DATE OF BIRTH*</p> <p>The date of birth will appear as year, month, and day.</p>	<p>MCTFSPRIM: CH 4, Sect 1  MCTFS: CDOS, MMOB, PERS, QCAC, QCRE, RT01, RT07, RT08, RT09, SEPC, TQER, VEAP, RECS</p>
<p>*CITIZENSHIP*</p> <p>The citizenship will contain either the citizenship status or the country of origin.</p>	<p>MCTFSPRIM: CH 4, Sect 1  MCTFS: PERS, RECS, TBIR</p>

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*ETHNIC CODE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: PERS, RECS, TBIR
*RACE CODE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: PERS, QCAC, RECS, TBIR, VEAP
*POPULATION*	MCTFSPRIM: 40108 MCTFS: TBIR
*RELIGION*	MCTFSPRIM: CH 4, Sec 1 MCTFS: PERS, TBIR
*HOME OF RECORD*	MCTFSPRIM: CH 5, Sect 3 MCTFS: CDOS, ENLM, RECS, SEPC, TQER, VEAP, TBIR
The home of record will contain the county and state. In the case of a home of record outside the 50 states, only the country will be shown.	
*COUNTRY OF ORIGIN*	MCTFSPIRM: 40107 MCTFS: TBIR
*CIVILIAN ED LEVEL*	MCTFSPRIM: CH 5, Sect 14 MCTFS: D147, QCAC, SEPC, TEDU, TMOS, TBIR
The level, certification, and major subject of civilian education completed.	
*CERT/MAJOR*	MCTFSPRIM: CH 5, Sect 14 MCTFS: D147, QCAC, SEPC, TEDU, TMOS, VEAP
*BLOOD TYPE*	MCTFSPRIM: CH 4, Sect 2 MCTFS: MISC, TBIR

# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*SEX*	MCTFSPRIM: CH 4, Sect 1 MCTFS: INBD, PERS, QCAC, RECS, RT01, SEPS, VEAP, TBIR
*HOME PHONE/WORK PHONE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: PERS, RT05, TBIR, QCRE, TBIR
*STREET ADDRESS*	MCTFSPRIM: CH 5, Sect 3 MCTFS: MMOB, PERS, QCRE, RT05, TQER
*CITY ADDRESS/STATE*	MCTFSPRIM: CH 5, Sect 3 MCTFS: PERS, QCRE, RT05, TQER, MMOB, TBIR
*ZIP-CODE*	MCTFSPRIM: CH 5, Sect 3 MCTFS: PERS, QCRE, RT05, TQER, MMOB, TBIR
*ADDRESS VALIDATION*	MCTFSPRIM: CH 5, Sect 3 MCTFS: MMOB, PERS, QCRE, TBIR
*AWARDS*	MCTFSPRIM: CH 5, Sect 1 MCTFS: AWDS, D143, S143
*GOOD CONDUCT MEDAL AWARD DATE*	MCTFSPRIM: CH 5, Sect 1 SECNAVINST: 1650.1 SRB: NAVMC 118(12) MCTFS: AWDS, TBIR
*AFR MED* 10-YEAR AFIRM AWARD DATE	MCTFSPRIM: CH 5, Sect 1 MCTFS: AWDS, TBIR



# MCTFSPRIM

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

*SMCR MED*	MCTFSPRIM: CH 5, Sect 1 MCTFS: AWDS, TBIR
4-YEAR SMCR MEDAL-COMMENCEMENT DATE	

*DUTY PREF*	MCTFSPRIM: CH 4, Sect 1 MCOP1080.20 MCTFSCODESMAN MCTFS: TBIR, TOUR
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5.

## RECORD INFORMATION

*RECORD STATUS*	MCTFSPRIM: CH 6, Sect 7 MCTFS: ALL DISPLAYS
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*RESERVE RECORD STATUS*	MCTFSPRIM: CH 6, Sect 7 MCTFS: ALL DISPLAYS
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*DISPUTED DATE/DATA*	MCTFSPRIM: CH 4, Sect 5 MCTFS: TBIR, TOUR
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*LAST SCREENING/REASON*	MCTFSPRIM: CH 4, Sect 7 MCTFS: PERS, TBIR
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*SCREENING RESULT*	MCTFSPRIM: CH 4, Sect 7 MCTFS: PERS, TBIR
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TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

6.

## DEPENDENTS INFORMATION

*MARITAL STATUS*	MCTFSPRIM: CH 4, Sect 1 MCTFS: DEPN, QCAC, QCRE, TBIR, VEAP
*DEPN CERT CODE*	MCTFSPRIM: CH 5, Sect 7 MCTFS: CDOS, DEPN, QCRE, TBIR
*DEPN GEO LOC CODE*	MCTFSPRIM: CH 5, Sect 7 MCTFS: DEPN, TBIR
The first three bytes of the ZIP code for the area where the dependents are located.	
*SERVICE SPOUSE SSN*	MCTFSPRIM: CH 4, Sect 6 MCTFS: DEPN, TBIR, TQER
*SERVICE SPOUSE CODE*	MCTFSPRIM: CH 4, Sect 6 MCTFS: DEPN, TBIR, TQER
*TOTAL NUMBER DEPENDENTS*	MCTFSPRIM: CH 4, Sect 6 MCTFS: DEPN, QCRE, TBIR
Identifies the number of dependents requiring transportation at Government expense for PCS moves.	
*BAS/COMRATS*	MCTFSPRIM: CH 8, Sect 2 MCTFS: CDOS, QCAC, RECS, TBIR, TOUR
Type of subsistence allowance being paid to the Marine.	

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TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

<p>*DATE DEPN LOC BEGAN*</p> <p>The date the Marine physically locates dependents entitled to transportation in an area different from the previous location.</p>	<p>MCTFSPRIM: CH 5, Sect 7</p> <p>MCTFS: DEPN, TBIR</p>
<p>*CUSTODY STATUS CODE*</p>	<p>MCTFSPRIM: CH 4, Sect 6</p> <p>MCTFS: DEPN, TBIR</p>
<p>*DEPN DOB REL/LOCATION*</p> <p>The dependent's date of birth, relationship to the Marine, and county/state codes of the dependent's location.</p>	<p>MCTFSPRIM: CH 5, Sect 7</p> <p>MCTFS: CDOS, DEPN, TBIR</p>

# MCTFSPRIM

TABLE 12-2.--BTR AUDIT ITEMS.

1.

## UNIT TRAINING

\*PFT/DATE/SA/SCORE/CLASS\*

MCTFSPRIM: CH 5, Sect 12  
MCTFS: CSHW, CSPW, TBTR, TMOS

\*BST/EST/PERFORMED/ATTEMPTED/SCORE/YR/  
DT\*

MCTFSPRIM: CH 5, Sect 12  
MCTFS: TBTR, TMOS

\*WEIGHT CONTROL STATUS/DATE\*

MCTFSPRIM: CH 4, Sect 3  
MCTFS: D113, S113, MISC, TBTR

\*MIL APPEARANCE STATUS/DATE\*

MCTFSPRIM: CH 4, Sect 3  
MCTFS: D114, S114, MISC, TBTR

\*WT CNTL QY/MILAP QY\*

MCTFSPRIM: CH 4, Sect 3  
MCTFS: MISC, TBTR

\*HIV-III TESTED\*

MCTFSPRIM: CH 4, Sect 2  
MCTFS: PERS, TBTR

\*HIV-III LECTURE DATE\*

MCTFSPRIM: CH 5, Sect 12  
MCTFS: TBTR, TMOS

\*DRIVER IMPROVEMENT\*

MCTFSPRIM: CH 5, Sect 12  
MCTFS: TBTR, TMOS

# MCTFSPRIM

TABLE 12-2 CONTINUED--BTR AUDIT ITEMS.

*DRUG LECTURE DATE*	MCTFSPRIM: CH 5, Sect 12 MCO: 5100.19 MCTFS: TBTR, TMOS
*LEADERSHIP TRAINING/DATE*	MCTFSPRIM: CH 5, Sect 12 MCTFS: TBTR, TMOS
*SECURITY LECTURE DATE*	MCTFSPRIM: CH 5, Sect 12 MCTFS: TBTR, TMOS
*WATER SURVIVAL CODE*	MCTFSPRIM: CH 5, Sect 12 MCTFS: MISC, TBTR
*WATER SURVIVAL REQUAL DATE*	MCTFSPRIM: CH 5, Sect 12 MCTFS: MISC, TBTR
*GAS MASK SIZE/TYPE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR
*GAS CHAMBER DATE*	MCTFSPRIM: CH 5, Sect 12 MCTFS: TMOS, TBTR
*HELMET SIZE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR
*CURRENT RIFLE QUAL DATE/SCORE/CLASS CD*	MCTFSPRIM: CH 5, Sect 13 MCTFS: TMOS, TBTR, WPNS, D135

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TABLE 12-2 CONTINUED--BTR AUDIT ITEMS.

*CURRENT PISTOL QUAL DATE/SCORE/CLASS CD*	MCTFSPRIM: CH 5, Sect 13 MCTFS: D134, TBTR, TMOS, WPNS
*DISTINGUISHED DATE*	MCTFSPRIM: CH 5, Sect 13 MCTFS: TBTR, TMOS, WPNS, D130, D131, D132, D133, D134, D135
*PET DATE*	MCTFSPRIM: CH 5, Sect 13 MCTFS: WPNS, TBTR, WPNS, TMOS, D134, D135
*EXCEPTION/DATE*	MCTFSPRIM: CH 5, Sect 13 MCTFS: TBTR, WPNS, TMOS, D134
*EXPERT RIFLE QUALIFICATION*	MCTFSPRIM: CH 5, Sect 13 MCTFS: D135, TBTR, TMOS, WPNS
*EXPERT PISTOL QUALIFICATION*	MCTFSPRIM: CH 5, Sect 13 MCTFS: TBTR, TMOS, WPNS
*RIFLE FIELD FIRING DATE*	MCTFSPRIM: CH 5, Sect 13 MCTFS: TBTR, TMOS, WPNS
*ITS*	MCTFSPRIM: CH 5, Sect 13 MCTFS: TBTR, TMOS, WPNS

# MCTFSPRIM

TABLE 12-2 CONTINUED--BTR AUDIT ITEMS.

2.

## SERVICE TRAINING

*SECURITY INVESTIGATION/TYPE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR, QCRE
Refer to MCO P1080.20 for a current list of the security clearance agency, investigation, and eligibility codes.	
*BACKGROUND INVESTIGATION COMP DATE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: TBTR, QCRE
*ADJUDICATION DATE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR
*SECURITY/CLEARANCE HELD*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR, QCRE
*SECURITY/AGENCY CODE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR
*SECURITY/REQUEST CODE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR
*SECURITY/ELIGIBILITY CODE*	MCTFSPRIM: CH 4, Sect 1 MCTFS: MISC, TBTR
*INTELLIGENCE TRAINING HOURS*	MCTFSPRIM: CH 5, Sect 12 MCTFS: TBTR, TMOS

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TABLE 12-2 CONTINUED--BTR AUDIT ITEMS.

*PLACE OF BIRTH/STATE/COUNTY*	MCTFSPRIM: CH 5, Sect 3 MCTFS: MISC, TBTR
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*LEVEL 1 ANTITERRORISM TRAINING*	MCTFSPRIM: CH 5, Sect 12 MCTFS: TBTR
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3.

## SERVICE SCHOOLS/SPECIAL SKILLS

<p>*SERVICE SCHOOLS CODE/YEAR*</p> <p>Formal service schools which the Marine has completed and the year of completion. If an 'A' appears in the YR column, it indicates that the Marine is currently attending the school.</p>	<p>MCTFSPRIM: CH 5, Sect 10 SRB/OQR: NAVMC 118(8a) MCTFS: TBTR, TEDU, D136, TSCL</p>
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*LOCAL SCHOOLS*	<p>MCTFSPRIM: CH 5, Sect 10 SRB/OQR: NAVMC 118(8a) MCTFS: TBTR, TEDU, D145</p>
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TABLE 12-2 CONTINUED--BTR AUDIT ITEMS.

4.

## TEST SCORES

<p>*CLAS/ASGN TEST-TYPE/DATE/RAW SCORES*</p> <p>If any classification test information is missing or incomplete, corrective action will be taken as follows: (1) forward to the CMC (MA) certified true copy of one of the source documents referenced above, or (2) if the above listed source documents are not available, or if they do not contain all of the raw test data, schedule the Marine for retesting per MCO P1230.5.</p> <p>If a retest is necessary, processing and audit procedures should be conducted as specified under the special classification tests noted above. Current classification testing information within the MCTFS is imperative since classification test scores are a vital prerequisite for reenlistment, lateral moves, commissioning programs, etc., and because test scores not resident in a Marine's MCTFS record are not considered "Official Scores of Record", and therefore cannot be used for classification and assignment purposes.</p>	<p>MCTFSPRIM: CMC (MA), CH 5, Sect 8 MCO 1230.5 SRB/OQR: DD Form 1966/1 (Accession data) MEPCOM Form 609 or 714 ADP DD Form 1304.12K MCTFS: TBTR, TEST</p>
<p>*ARMY RADIO CODE*</p> <p>When special classification tests are administered, the answer sheets are forwarded to the appropriate MCRD or CMC (MA) by the Classification and Testing Facility for processing. Once the answer sheets are received at the MCRD they are machine-scored and the results are processed into the MCTFS. The normal process time for these events will be between 15 and 20 days.</p>	<p>MCTFSPRIM: CH 5, Sect 8 AIMMS, CMC (MA), MCO 1230.5 MCTFS: TBTR, TEST</p>

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TABLE 12-2 CONTINUED--BTR AUDIT ITEMS.

<p>*ELEC/DP TEST*</p> <p>When special classification tests are administered, the answer sheets are forwarded to the appropriate MCRD or CMC (MA) by the Classification and Testing Facility for processing. Once the answer sheets are received at the MCRD they are machine-scored and the results are processed into the MCTFS. The normal process time for these events will be between 15 and 20 days.</p>	<p>MCTFSPRIM: CH 5, Sect 8 AIMMS, CMC (MA), MCO 1230.5 MCTFS: TBTR, TEST</p>
<p>*LANGUAGE*</p> <p>When special classification tests are administered, the answer sheets are forwarded to the appropriate MCRD or CMC (MA) by the Classification and Testing Facility for processing. Once the answer sheets are received at the MCRD they are machine-scored and the results are processed into the MCTFS. The normal process time for these events will be between 15 and 20 days.</p>	<p>MCTFSPRIM: CH 5, Sect 8 AIMMS, (CMC entry), MCO 1230 MCTFS: TEST, TBTR</p>

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## Section 5: DIARY FEEDBACK REPORT

### 120500. CYCLE FEEDBACK REPORTS

The cycle feedback reports provide the RU commanders with the means to monitor the status of information that has been reported on the UD, entered by the CMC, or computer generated. By taking action on these reports the unit commander can ensure the accurate and timely update of the MCTFS.

### 120501. UD STATISTICS REPORT (DSR)

1. The DSR provides a means of tracking the current status of UD's. It also provides a means of monitoring accepted, rejected, and total number of action statements processed in the MCTFS cycle for each UD, and it provides a means to determine if the RU is printing the DFR's in a timely manner after each cycle completed processing. The DSR is reflected as PART I of the DFR.

2. The following information appears on the DSR:

- a. The date the report was printed.
- b. The RUC of the unit for which the report is printed.
- c. The column headings in the body of the report refer to the following:

(1) DIARY NO. Number of the UD.

(2) UD STA. Indicates the current status of the UD. The status will be open (OPN) for those UD's being prepared but not yet certified. It will be certified (CER) when the UD has been certified by the CO, but has not been transmitted by the ISMD to the DFAS, KCC. UD's in a certified status may be decertified and changes made to the UD. When the status appears as processed (PRO) the UD has been transmitted to the DFAS, KCC for processing.

(3) UD ACU. An asterisk will appear in this column when the UD has been prepared by the MISSO.

(4) UD DATE. The date of the UD as assigned by the UD preparer.

(5) DATE OPENED. The date that the preparer first started the UD.

**NOTE:** Reports for UD/MIPS units will not show actual dates opened and certified. Instead the UD date will appear for date opened. The date certified will be the date the UD is signed.

(6) CYCLE NO. The number assigned to a MCTFS processing cycle at DFAS, KCC. Each cycle run during a calendar year is numbered sequentially. The first cycle of a calendar year is numbered 001.

(7) CYCLE START. The date the UD was transmitted from the ISMD to DFAS, KCC.

(8) CYCLE FINISH. The date that the MCTFS cycle completed processing.

(9) TRANSACTIONS ACCEPTED. The number of transactions on the indicated UD that completed processing and the information updated the CMF.

(10) TRANSACTIONS REJECTED. The number of transactions on the indicated UD that failed to complete processing.

(11) TRANSACTIONS TOTAL. The total number of transactions that were reported on the UD.

d. The summary report totals the number of UD's displayed on the DSR and also breaks them down by their current status.

### 120502. DIARY FEEDBACK REPORT (DFR).

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1. The DFR is retrieved via on-line. Units deployed or those that do not have on-line capability will be provided the DFR by naval message generator through their servicing MISSO.

a. The DFR is a single report consisting of four parts:

- (1) The DFR cover page,
- (2) Part I-Diary Statistics Report (DSR),
- (3) Part II-Rejected Transactions, and
- (4) Part III-Advisories/Purex/Messages.

b. The DFR is available for printing from the "local" OLDS Master Menu, and can be requested with or without a cycle number.

2. If specific cycle is not requested all available cycles will be printed for the RU. Figure 1-9 is a flowchart of the UD Feedback Report Process. The DFR provides the following:

a. Diary Feedback Report Cover Page. The cover page contains the basic unit and cycle information, and a preprinted signature block. To retrieve the report, select Option E from the OLDV Master Menu, with or without a cyclenumber.

b. Transactions reported by the CMC which are of interest to the RU.

c. Rejected UD transactions and description of the reason rejected.

d. Computer-generated messages resulting from accepted transactions.

e. Messages resulting from purification programs processed against the CMF.

f. All CMC "flow though" transactions.

g. Automated composite score information.

h. Transactions reported by the previous unit which fail to post to the CMF.

i. Transactions reported by a TAD or FAP unit and MISSO's.

3. A sample DFR is shown in Figure 12-4. The DFR is in four parts, an explanation of each part is as follows:

a. The DFR cover page contains basic unit and cycle information, complete with a preprinted signature block. To retrieve the report, select Option E from the OLDV Master Menu, with or without a cycle number.

b. **Part I (UD STATISTICS REPORT)**. This part will reflect UD statistics of all UD's that processed in the cycle requested. If no cycle is requested, Part I will contain all UD's processed for that RUC. The column definitions in this part of the DFR are the same as defined in paragraph 120501.

c. **Part II (REJECTED TRANSACTIONS)**. This part contains any rejected transactions as a result of the RU's input, by cycle requested. If no cycle is requested, Part II will contain all rejected transactions for all UD's processed as reflected on the DSR. The following information appears on Part II of the DFR:

(1) The RUC of the unit for which the report is printed.

(2) **SSN**. SSN of the Marine. SSN's are listed in ascending sequence.

(3) **UD/PAYROLL NUMBER**. The number assigned to the UD which initially reported the transaction.

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- (4) UD/PAYROLL DATE. The date of the UD reporting the transaction.
- (5) EFF DATE. The ED reported on the UD.
- (6) ACT DATE. The action date reported on the UD.
- (7) DO RUC. Not used.
- (8) CYC NR. The MCTFS cycle number in which the transaction failed to process.
- (9) ADVISORY ERROR. The alphanumeric code for the English message is listed showing whether the transaction failed during the format and edit or the poster portion of the MCTFS cycle. Provided for research.
- (10) LAST NAME. The Marine's last name and initials.
- (11) TTC. The TTC and the English statement which was reported on the individual Marine.
- (12) ADC-NR. The file number assigned to this particular advisory message and the English description of the rejection.

d. PART III (ADVISORIES/PUREX). Part III will reflect the rejected transactions/advisories occurring not as a result of the RU's input; i.e., PUREX, COM GENERATED, HQMC RUC, etc., in the cycle requested. If no cycle is requested, Part III will contain all ADVISORIES/PUREX messages for all UD's processed as reflected on the DSR. The following information appears on Part III of the DFR:

- (1) SSN. SSN of the Marine. SSN's are listed in ascending sequence.
- (2) REPORTING ADVISORY RUC. The number assigned to the UD which initially reported the transaction.
- (3) UD/PAYROLL NUMBER. The number assigned to the UD which initially reported the transaction. Computer-generated and purification routines are shown as 00888 followed by the year, for example 008898.
- (4) UD/PAYROLL DATE. The date of the UD reporting the transaction.
- (5) EFF DATE. The ED reported on the UD.
- (6) ACT DATE. The action date reported on the UD.
- (7) CYC NR. The MCTFS cycle number in which the transaction was processed or failed to process.
- (8) LAST NAME. The Marine's last name.
- (9) TTC. The TTC and the English statement which was reported on the individual Marine.
- (10) ADC-NR. The file number assigned to this particular advisory message and the English description of the message.

### 120503. AUDIT REQUIREMENTS FOR THE UD FEEDBACK REPORT.

1. General Information. The DFR will be printed on the date the cycle became available for print at the local MISSO except for cycles becoming available over a weekend or holiday. In these cases, the DFR will be printed on the first working day after the weekend or holiday. Each MCTFS cycle will be accounted for. The DFR will be audited and corrective action taken within 7 working days from the date the report is printed. In order to accurately audit the DFR, it must be addressed by parts. The following audit requirements are provided as applicable to those parts:

a. Part I will contain all unit UD's that processed in the requested cycle. If the DFR is requested without a cycle number, Part I will contain all UD information on the DSR for that RUC. The transactions total for each UD will be compared to the total

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number of action statements on the Transaction Counter Page of the UD. Instructions for annotation can be found in paragraph 20112.

b. **Part II** contains error messages generated from UD's submitted by the RU. Therefore if no UD's are processed for the cycle requested, or if there are no rejected transactions listed on Part I, there will be no action required. If there are rejected transactions on Part II, the following action is required.

(1) Each transaction listed on the report will be audited to determine why the transaction failed to process correctly. The error message printed below the transaction gives a brief reason for the failure and should be used as a starting point for research. Once the reason for the error is known, the appropriate correction procedures can be taken.

(2) Each error will be annotated with the corrective action taken, to include UD number and date of the UD that reported the corrective action. Those errors previously corrected by the UD entry but not yet posted to the CMF will appear on the new DFR. These errors which were corrected and annotated on an earlier DFR need not be annotated on subsequent reports.

(3) Request assistance from your regional MISSO when unit efforts to take corrective action fail or when the unit has questions concerning error messages.

c. **Part III** contains advisory messages generated from several different modes of input and are not connected to a particular UD submitted by the unit. Therefore, a unit may not have submitted a UD for several days and still have advisory messages posting to Part III of the DFR for cycles processed during the period that no UD's were submitted. Advisory messages will be available for approximately 20 days. If there are advisory messages on this part, the following action is required:

(1) Each advisory message will be annotated with the corrective or appropriate action taken. Those messages requiring UD action will also be annotated with the UD number and date of the UD reporting the corrective action. Only those advisory messages not requiring any type of action will be annotated with NAR (No Action Required). In those cases where UD action is not required, annotate corrective action; for example, letter sent to the CMC, DO, etc.

(2) Caution must be taken to ensure that each advisory message is analyzed on its own merit. Information regarding composite score data elements, composite scores, PUREX routines and messages from HQMC or from the Department of the Navy Central Adjudication Facility (security clearance action) is often times looked upon as routine in nature. The action doesn't stop at the UD section, further action may not be complete until the advisory message is passed to the Service Record Section, the S2, S3 Training Section or the Marine's individual company commander, or even a personal interview with the Marine.

(3) Request assistance from your regional MISSO when unit efforts to resolve advisory messages fail or when the unit has questions concerning advisory messages.

### 120504. ELECTRONIC DIARY FEEDBACK REPORT.

1. The Electronic Diary Feedback Report (EDFR) module within UD/MIPS can be electronically distributed, worked, tracked, certified and archived. CMC (MI) will publish guidance for maintaining the EDFR in lieu of a hard printed copy.

2. The Electronic Signature (ELSIG) Management system is linked to the EDFR Module for security and work authority. By ELSIG type, the following explains the access and authority for each ELSIG:

#### a. Preparer:

(1) Create and apply comments/notes to EDFR transactions.

(2) Create EDFR corrective diary transactions.

(3) Change individual EDFR transaction status to "Open" or "Worked".

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(4) Create and apply a note to a Diary

b. CO, ECO, and Certifier:

(1) Create and apply comments to DFR transactions.

(2) Change individual EDFR transaction status to "Open", "Worked", "Rejected", or "Certified".

(3) Change the EDFR Cycle status to "Open", "Finalized", or "Certified".

(4) Create and apply a note to a Diary

c. Reviewer:

(1) Create and apply comments to EDFR transactions.

(2) Create and apply a note to a Diary

d. Viewer:

(1) Create and apply comments to EDFR transactions.

(2) Create and apply a note to a Diary

e. Super Viewer, AdminViewer:

(1) View the EDFR.

(2) Create and apply a note to a Diary

3. A view, labeled "Diary Feedback Report Summary", provides the status of all EDFR Cycles downloaded to UD/MIPS. This window is defaulted to display all cycles downloaded, in cycle order, descending. The Diary Feedback Report Summary can be filtered by Cycle Status by selecting one or more check boxes in the View group box. For **EXAMPLE**, a user can view all EDFR's in an "Open" status by selecting only the checkbox labeled "Open". From the Diary Feedback Report Summary screen, users can access an EDFR cycle by highlighting the cycle then clicking the "Edit" Button. Users, other than Preparers, can access an EDFR by highlighting a cycle then clicking the "Review" Button. The user ELSIG determines the button's text as either, "Edit" or "Review".

4. A view, labeled "DFR Cycle Notes", is utilized to create and apply a note which will apply to the entire EDFR cycle. The DFR Cycle Notes view is accessed via the Diary Feedback Report Summary by clicking the button labeled "Status/Notes". A Certifier can change the EDFR cycle status in this window by selecting the appropriate status in the "Status" dropdown list.

5. A view, labeled "Diary Feedback Cycle", contains the traditional three part DFR. The Diary Feedback Cycle view is accessed via the Diary Feedback Report Summary by clicking the button labeled "Edit" or "Review". The diary Feedback Cycle will contain three Tabs labeled, Part I, Diary Statistics Report, Part II, Rejected Transactions, and Part III, Advisory/PUREX. The column headers, on each tab page, are sort filters which are activated by double clicking the header. Only one column header can be used for each sort, nested sorts are not possible. The following functionality is available within each part of the DFR:

a. Part I: Users may create and apply a note which will apply to a specific diary. To do so, highlight a Diary and double click it. This will open a view labeled, "Diary Notes". From this view, the user may type a note and apply the note by clicking the "Save" button.

b. Preparers may create and apply corrective unit diary entry(s) to DFR transactions in Part II and Part III by highlighting the transaction and double clicking the highlighted transaction. This will open the Unit Diary module and allow the reporting of the corrective action. After the corrective action is complete, a history statement will be automatically applied to the diary transaction and the corrective action taken will be annotated on the respective EDFR transaction.

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c. Part II and Part III transactions can also be filtered. The "Filter By" dropdown list box allows the user to select user-defined filters from either a Functional Area of Responsibility (FAR) or Work Group.

d. "Flag Codes" denote the status of EDFR transactions. The below Flag Codes apply to Part II and III:

(1) 'O'- Open. The transaction has not been worked and has no notes against it.

(2) 'N'- Open, with Notes. The transaction may be partially worked.

(3) 'W'- Worked. A user has put notes against it (either with or without a corrective action) and there is no other action needed.

(4) 'R'- Rejected. A user has annotated notes to the transaction and put it in a Worked status, but the Certifier rejected it. Only a Certifier has the capability to put a transaction in Rejected status.

(5) 'C'- Certified. A user has annotated notes to the transaction and put it in a Worked status, and the Certifier has put the transaction in Certified status. At this time, no other notes can be made against the transaction. EDFR transactions can only be changed to a certified status by an ELSIG, which is authorized to certify an EDFR transaction.

6. A view, labeled "Transaction Detail", may be accessed by selecting and double clicking a DFR transaction from Part II, or Part III. This view will display a single EDFR transaction and provide options to view EDFR cycle notes, apply an EDFR transaction status, and apply an EDFR transaction note. Also, The "Diary Entry" button will be available to Preparer ELSIG's. When selected, this button will open the Unit Diary module where a diary entry may be created and applied to the selected DFR transaction. The unit diary English statement is automatically displayed on the Transaction Detail view in the Current User Notes window. The EDFR information (i.e., Cycle Number) is automatically applied to the diary entry's historical statement. All notes added to the transaction are displayed in the window's DFR Notes box.

7. The EDFR transaction status will automatically change to a "Worked" status if a note is applied or a diary entry is reported on a Part II or Part III transaction. The Flag column header will display an 'N' to reflect a worked status. Preparers can change the transaction status from "Worked" to "Open". The Preparer must select the "Save" button to save all changes and maintain the "Worked" status. The appropriate flag will show in Part II or Part III as 'O' and 'W', respectively. Certifying ELSIG's can change an EDFR transaction status from "Open" to "Worked" if a note is applied to the transaction. Also, they may change and save a transaction status from "Rejected" to "Certified", again if a note is applied to the transaction.

8. Admin RUC's may produce an EDFR for subordinate RUC's. A dropdown box containing the available subordinate RUC's is located on the EDFR Toolbar. By selecting a subordinate RUC from the list, the user will gain access to the EDFR for the selected RUC. If the RUC has no subordinate RUC's, they will not see the dropdown list.

9. Loading the EDFR is accomplished by selecting the "Load DFR" option on the "Tools" dropdown list located on the Toolbar. The "Load DFR" option will load the DFR file to the user's database. The procedures for requesting and downloading the Electronic DFR file are as follows:

a. Once a MCTFS Cycle completes, the user must utilize CICS SELECTION MENU ITEM, 'TCV RUC QUALIFIED DOWNLOAD' OPTION 'E' DIARY FEEDBACK REPORT (ORACLE FORMAT) the user must input both the 5 digit RUC and 3 digit requested cycle number, i.e., RUC XXXXX CYC XXX. Once Submitted, a data set will be created that contains the Electronic Diary Feedback Report (EDFR) cycle information. Contact your local MISSO to obtain the correct dataset name.

b. Download procedure for the EDFR mirror the procedure for the TRECON process with the exception of the data set name.

10. The EDFR can also be accessed via the Toolbar, under the "Tools" dropdown list;



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a. Export DFR Notes. Exported DFR notes may be loaded into another computer's UD/MIPS database.

b. Import DFR Notes. Used to import previously exported DFR notes.

c. Functional Areas of Responsibility (FAR). This utility creates a filter of functional areas. A FAR is an entity (individual or section) that performs specific operations and duties; for example, Training Clerk, Joins Section, and Separations Branch. TTC-SEQs associated with that entity's responsibilities are assigned to a user-defined name. This name is later used when the EDFR is sorted or selected by FAR.

d. Work Distribution Definitions are defined by diary number block vice TTC-SEQ numbers. A Work Group is responsible for the transactions that fall under the defined diary number block, for example Diaries 1 through 100.

e. Archive DFR archives a Certified DFR when it is complete. When the DFR is archived, it is stored electronically to a diskette, hard drive or server. The cycle is no longer stored in the database and can no longer be viewed through the electronic DFR module, unless it is un-archived. An un-archived DFR is recovered into the UD/MIPS database. Its status appears as Closed on the Diary Feedback Report Summary window.

f. Delete DFR deletes a DFR from the user's database.

g. Recover Archived DFR recovers a previously archived DFR. Recovered DFRs will have a Cycle Status of Closed. Certifying ELSIG's may change this status to Open via the Status/Notes button.

11. The On-line method of retrieving the DFR will no longer exist for Administrative RUC's which begin with "45XXX" or "46XXX". Downloading the EDFR data set will be the only method available for retrieving the DFR.

### 12. Printing and Filing Requirements

a. The DFR will be printed each time a cycle completes processing. The DFR should be printed on 9 1/2 x 11 computer paper perforated right and left which tears down to 8 1/2 x 11. If no UD's processed for a cycle, it should be indicated on Part I, and there are no Part II rejected transactions or Part II messages, print the DFR and comply with instructions 12b and 12c below.

b. The CO/OIC or certifying officer will sign and date the cover page of the DFR. THIS WILL CERTIFY THAT ALL CORRECTIVE ACTION HAS BEEN COMPLETED. **ADMINISTRATIVE CHIEFS/PERSONNEL CHIEFS WHO ARE NOT ASSIGNED AS CERTIFYING OFFICIALS FOR UNIT DIARIES CAN NOT SIGN DFR'S.**

c. The DFR will be filed by calendar year in a separate folder and retained for the current year plus one.

d. No requirement exists to print, audit, or otherwise maintain DFR's or other MCTFS reports for units reported to "zero strength" while the unit remains at zero strength. DFR's for cycles prior to and including the cycle during which the unit was reported to "zero strength" will be maintained by the parent command. Normal DFR maintenance will resume in the cycle the unit is reported from "zero strength".

### 120505. GENERAL INFORMATION ABOUT ADVISORY MESSAGES.

1. There are several items related to the MCTFS that must be understood before the RU's can use the DFR effectively. In some cases a statement which is valid and correct will be rejected. The reason usually is because information in the Marine's computer record is not compatible with the new information being reported. The following examples reflect some of the items that can be rejected as a result of the situations indicated above:

a. A statement reporting start of foreign duty pay will be rejected if the individual location does not reflect a duty station that qualifies for foreign duty pay.

b. A statement reporting RTD will be rejected if the Marine's computer record does not reflect an overseas duty station.

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c. Report the information required to update the Marine's computer record. The statement should be dated at least 1 day prior to the date of the statement to be corrected. This ensures that it is processed in the proper sequence.

2. Entries reporting the gain or return of individual computer records; for example, JOIN, ATT, JOIN FAP, FR TAD/FAP are designed to work independently. Join entries will be accepted and will remove a computer record from the rolls of the previous RU. Attaching entries will cause computer records to appear on the rolls of a TAD command in a TAD status, even though the TO TAD entry has not been processed. FROM TAD/FAP entries will remove computer records from the rolls of the TAD unit, even though the ATT/TERM entry has not been reported. A transfer/join entry will automatically terminate any TAD/FAP status in the computer record, even though the appropriate "TERM" entries have not been reported. This processing will cause any subsequent entries reported by the TEMP/FAP RUC to fail if reported after one of these transactions has been reported and/or processed out of chronological sequence. For example, the more timely reporting and processing of a FR TAD entry by the parent command will cause a subsequently processed "ATT TERM" entry by the TAD command to fail since that computer record is removed from TAD status and from the TAD command's rolls by the FR TAD entry; a join entry processed prior to a transfer entry from the former command will move the computer record to the gaining command's rolls and generate a "REPORT TRANSFER, JOINED BY XXXXX" message. In this instance, only a transfer entry will process.

3. All codes reported on the UD are automatically verified during cycle processing against various tables (i.e., Tables 01, Tables 71, etc.) that are contained within the computer. These tables contain all valid codes for use in MCTFS and are designed to filter out invalid codes and code combinations. These tables are updated frequently, and it is possible that a code may be changed on the tables before it is changed in MCO P1080.20. Should a reported entry "FAIL TABLES EDIT" and, upon verification against MCO P1080.20, appear to be valid, the MISSO must be notified immediately.

4. Most reported items are edited against other data contained in the CMF to determine compatibility. When a reported entry fails due to incompatibility, it will be returned to the RU's ADR. Accompanying the reported statement in many instances will be the data element that the entry was edited against. This data element will appear following the letters "ED" which does not mean Effective Date, but "Extracted Data."

5. Join. When a join statement is accepted by the CMF, all subsequent transactions will also be processed.

6. Initial Join. When a Marine is being joined at the initial (first) duty station after entry or reentry into the Regular Establishment, it is essential that the statement INIT JOIN (rather than JOIN) be reported. At the time the Marine is joined by the initial duty station, it is possible that the accession record will not have been obtained. If the RU inadvertently reports a JOIN (rather than INIT JOIN), the statement may be rejected because there is no record on the CMF, or because the record is in a separation status from a previous enlistment or period of AD. If this occurs, the join should be re-reported as an INIT JOIN.

7. Transfers. When a transfer statement is accepted, a "due-in" computer record for that Marine is created for the receiving command. The computer record will be available when the receiving unit submits a join entry. Unresolved errors will be automatically forwarded by the system to the new command/unit. These transactions appear on the TRF.

120506. ENTRIES SUBMITTED BY HEADQUARTERS MARINE CORPS.

1. A change submitted by HQMC constitutes authority to change the SRB/OQR of the Marine to whom the transaction pertains. This action must be accomplished to ensure consistency between information in the SRB or OQR and the MCTFS record.

2. There are certain data elements pertaining to officers that are designated as HQMC input only and will not be reported on the UD. These items are listed in paragraph 120406.6.

3. The following instructions relate to HQMC-entered changes:

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a. HQMC information shall be recorded in the SRB/OQR of the Marine to whom the transaction pertains, if appropriate. If an authority is required for the SRB/OQR entry, use the DFR cycle number and the action date for the transaction as indicated on the report.

b. Change of station information entered by HQMC that appears does not constitute authority to issue orders or transfer the Marine. All orders information that is entered by HQMC will be followed by official correspondence which will contain all of the information needed to effect the change of station.

4. MCTFS computer programs permit HQMC to forward HIST: statements to RU's requesting verification of suspect data elements contained in the master record. These statements will appear on the DFR. RU's must verify the data element and submit UD entries as appropriate.

5. For some data elements, a complete eight-digit date is not available at HQMC. When this occurs, the HQMC transaction will contain the correct year and month. The day portion of the date will be 01. If the SRB/OQR contains a more accurate date (14 March 1998) the RU will report the correct information on the UD.

6. Below are instructions for reporting individual data elements and certain actions not specifically covered in other chapters. There are reporting codes listed which are provided as a management tool for ease of transition for utilization of the MCTFSPRIM.

**The MCTFSCODESMAN is the official authority for codes that will be reported in MCTFS.** Certain data elements in the MCTFS computer record are controlled by HQMC and cannot be changed by field RU's. All discrepancies in these data elements (such as differences between OQR/SRB and BIR/BTR) will be reported to CMC (code indicated below). If the HQMC entry (excluding dates other than the items shown below) reported incorrect information, report the discrepancy to CMC (appropriate code from below) and provide all available information:

a. OFFICERS

<u>DATA ELEMENT</u>	<u>CMC CODE</u>
Active Naval Service Base Date	MMPR-1
Expiration of Active Service	MMOA
Expiration of Current Contract	MMOA
Component Code	MROA
Contract Legal Agreement	MMOA-3
*Permanent Grade	MMPR-1
Date of Permanent Grade	MMPR-1
*Present Grade	MMPR-1
Date of Present Grade	MMPR-1
Pay Entry Base Date	MMSB-10
Additional Military Occupational Specialty	MMOA
Service School Codes (In excess of 12)	MMOA

**NOTE 1:** \*If this item is not in agreement with unit records, first determine if the officer's name appears on a selection list for promotion to the grade indicated. If the name does appear, no further action is required. If the name does not appear on the selection list, request verification of this/these items.

**NOTE 2:** For other than the initial assignment to AD upon appointment to commissioned grade, EAS/ECC will be entered by the CMC (MMOA).

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## b. OFFICERS/ENLISTED

### DATA ELEMENT

### CMC CODE

Classification and Language Test Score Data

MA

7. Do not alter HQMC-originated transactions by submitting different information on the UD; except erroneous dates which may be correctly reported if more accurate information is available to the RU (providing the date is not one of the items listed in paragraph 120406.6).

8. MCI enrollments/disenrollments/completions will appear on the RU's DFR when reported by HQMC. The unit is encouraged to verify off-duty education bonus points for LCpl's and Cpl's.

#### 120507. FLOW THROUGH HISTORY STATEMENTS (ALL HQMC AGENCIES).

1. HIST: statements may be reported by any RUC at HQMC for the purpose of sending information to a Marine's present RUC via the DFR. A regular HIST: statement format is used to forward information to the RUC.

2. HIST: statements may also be used to forward a message to a Marine's CRUC by inserting an action statement before the regular history statement in the format shown below:

TTC 436 001                      FOR HIST TO CRUC \_\_\_\_\_ | HIST: \_\_\_\_\_ |

3. The use of this statement will forward the message to a senior reporting command, for example, a message concerning PCS orders for a Marine joined to MAG 14, 2d MAW (RUC 00014) may be forwarded to 2dMAW (CRUC 00201) by inserting 00201 in the CRUC field of the statement. Input of messages to the CRUC vice the RUC to which the Marine is joined is restricted to HQMC 548XX RUC's.

#### 120508. UNIQUE NOTIFICATIONS RELATED TO REPORTED EVENTS.

1. Formal School Completions/Special Skills. The computer record can accommodate twelve formal schools/special skills. If a thirteenth completion is reported, the entry will be rejected. For enlisted Marines, the unit commander must determine if a previously entered completion was less important and should be deleted in order to accommodate the current completion. Requests for officers should be submitted per paragraph 5000. Immediately following this entry will be two additional lines of information. Each line will contain six service school codes and the completion dates. An English description of the condition will follow the last line. The following **EXAMPLE** is provided:

(Statement reported on UD)	01 SCOL RHA COMPL
(Twelve formal schools that	02 RB163 RBE63 RKR64 CBC65
are currently in the record)	03 TO166 T5067 T6868 XRH69
	04 ABC81 BCA82 CAB83 BAC84

"CANNOT ACCEPT NEW DATA. MASTER RECORD CONTAINS MAXIMUM. REPORT DELETE AND RESUBMIT LATEST ADDITIONAL ONLY."

2. Not Consistent With Data In Master Record. Some items which appear to be valid are rejected when they are edited against related data within the master record. To assist RU's in deciding how to resolve these errors, the DFR is designed to display the content of the CMR when an entry is rejected because of incompatibility with the CMR. RU's must examine the item which failed and the related information from the CMR to determine which is not correct. The information in the CMR will always appear on the line following the statement which failed and will always be preceded by "ED." The exact identification of the item which follows "EXTRACTED DATA" will be indicated in the English description of the error. The following **EXAMPLE** is provided: **064C9 1 01 ORIG ENTRY 19921214 ED 19921019.**

**NOTE:** **064C9** states that REPORTED DATE NOT COMPATIBLE WITH DATE OF BIRTH. The DOB in the computer record is 19921019, as shown following the "ED".

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3. Dependent Data. The computer record can accommodate 10 dependents. If an 11th dependent is reported the entry will be rejected. Immediately following this entry on the Advisory Report will be five additional lines, each containing two dependent entries. An English description will follow the last entry. The individual Marine must determine if any of the dependents should be deleted. The following **EXAMPLE** is provided:

```
01  DEPN ADD LS (19710515) 16323
02  WO400307163023LS19910922163023
03  LS580615163023LD19920710163023
04  LD600522163023LS19930201163023
05  LD620704163023LD19890813163023
06  LD640909163023LS19880607163023
```

Advisory message, "CANNOT ACCEPT NEW DATA. MASTER RECORD CONTAINS MAXIMUM. REPORT DELETE AND RESUBMIT LATEST ADDITIONAL ONLY."

**NOTE:** The dependent information from the record does not contain spaces. The following is provided to aid the RU's when reading this information:

```

                                02 WO 19750307 163 0 23 LS 19920922 163 0 23
Relationship _____▲_____▲_____▲_____▲_____▲
Date of Birth _____▲_____▲_____▲_____▲_____▲
Location (County) _____▲_____▲_____▲_____▲_____▲
Zero will always appear between the county and state _____▲_____▲_____▲_____▲_____▲
Location (State) _____▲_____▲_____▲_____▲_____▲
```

120509. ENTRIES REPORTED BY ANOTHER UNIT.

1. Transactions reported by a Marine's former unit which were processed after the Marine was transferred are not posted to the computer record. MCTFS will automatically forward these transactions to the Marine's future unit.

2. The transactions will be displayed with the English description "DATA ENTERED BY ANOTHER RUC NOT POSTED TO MMS MASTER RECORD. VERIFY/REENTER IF APPLICABLE." Refer to the UD entry that was reported by the former unit.

3. Since these entries have not been posted to the computer record, the RU commander is responsible for resubmitting the entries. SELECT GRADES are very common.

120510. COMMAND UD FEEDBACK REPORT.

1. This report is prepared for a command assigned an MCC rather than for a specific RU. The command DFR will contain transactions or messages pertaining to members of the command or to Marines who are en route ("due in") and not yet members of specific RU within the command.

2. A computer generated message is created when a Marine in a transfer status has not been joined by an RU within 3-5 days after the EDA. Any join entry will resolve an overdue status.

a. When this advisory message is received: "NO JOIN ACTION PROCESSED FR YR COMD FOR THE ABOVE RECORDS(S)", the command the Marine was transferred to (either intermediate MCC or final MCC, as appropriate) will initiate action to determine whether the Marine actually arrived/reported at the command when this advisory was received.

b. The following procedures are required:

(1) Verify orders and endorsements to confirm join (EDA) to the command.

(2) Contact the local DO to ensure the Marine is not being paid locally since the status is UA.

(3) If the Marine is located, ensure that the RU joins or rejoins as appropriate via UD and the local DO is notified.

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(4) If the Marine has not reported to the command, the following action must be **immediately** initiated to confirm the transfer and process the Marine to desertion if appropriate:

(a) Refer to the Service Record, orders, modifications, or any other information in order to locate the transferring command.

(b) Originate a message, in the format shown in Figure 12-5, to the transferring command listed on the advisory.

(5) After confirming the transfer and ensuring the Marine is not at the command, the Marine must be administratively assigned to an RU and processed per Chapter 6. If the Service Record is not available, obtained OMPF from the CMC (MMSB-10) per MCO P1610.7.

3. The command DFR's will be annotated indicating the action taken on each overdue Marine, signed by the personnel officer and maintained on file for the current year plus one. A file containing messages, orders, or letters; for example, will be maintained on each suspected deserter until the case is resolved and the name no longer appears on the current command DFR.

4. The command DFR also lists records which have been recently reaccessed per Chapter 3, for Marines at or "due in" to your command. If a record appears more than once on this report, action must be initiated to resolve the record. If the Marine is onboard, the RU must report an INITIAL JOIN. If the Marine is in the accession pipeline and not onboard, contact CMC (MMSB) for a copy of the Marine's orders and current enlistment contract. After ensuring the Marine was in fact ordered to your command and has not reported, process the Marine per Chapter 6.

120511. MISSING DFRS/REQUESTS FOR ASSISTANCE.

1. DFR's that are either lost or destroyed can be reprinted up to 20 days after the cycle date.

2. **The RU will make every effort** to resolve errors and determine the required corrective action. All problems that cannot be resolved locally need to be reported to the MISSO as soon as possible. The MISSO will research the problem and provide assistance to the unit.

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RUC: XXXXX

XX/XX/XX  
CYCLE XXX

ON LINE DIARY

FEEDBACK REPORT

PART I	DIARY STATISTICS REPORT
PART II	REJECTED TRANSACTIONS
PART III	ADVISORIES/PUREX

ALL APPROPRIATE ACTIONS HAVE BEEN COMPLETED  
IN ACCORDANCE WITH MCO P1080.40 (MCTFSPRIM)

SIGNATURE	(CO/BYDIR)	DATE
-----------	------------	------

Figure 12-4--UD Feedback Report.





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PART III

ADVISORIES/PUREX

XX/XX/XXXX

RUC/DSSN: XXXXX

DPI: 16

CYCLE: XXX

```

-----
      REPORTING      DIARY/PAYROLL      EFF      ACT      CYC ADV  ANALYST
      SSN           RUC           NUMBER  DATE      DATE      DATE      NR  CODE  CODE
-----
XXXXXXXXXX  00000      00888      19990331 19990313 19990331 055  42
NAME: XXXXXXXX      XX
TTC: WTF - DROP SPD MBK2 H RE 00 ED 19990313
HIST:  MBR DROPPED WITH WRONG SPD OF MBK3 VICE MBK2
ADC-NR: 1521871 - ACDU MUST BE ADJ IN HIST.
*****
XXXXXXXXXX  00000      00888      19990401 19990313 19990401 055  42
NAME: XXXXXXXX      XX
TTC: WTF - DROP SPD MBK2 H RE 00 ED 19990313
HIST:  RUC 54062 RPT WRONG SPD FOR RELAD.
ADC-NR: 1521876 - ACDU MUST BE ADJ IN HIST.
*****
* * * * * C O N T I U E D * * * * *

```

Figure 12-4.--UD Feedback Report--Continued.

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FROM: (APPROPRIATE ORIGINATOR)

TO: (TRANSFERRING COMMAND)

INFO: MCMCC (IF EN ROUTE TO WEST/MID PAC)

UNCLAS//N01300//

COMMAND ADVISORY REPORT PROCESSING OF OVERDUE TRANSIENTS

A. DFR CYCLE \_\_\_\_\_ DTD \_\_\_\_\_

B. MCO P1080.40

1. REFS A AND B REFER. FOL PERS LISTED ON DFR AS TRANS TO THIS COMD HAVE NOT RPT:

TRANSFERRING

EDA	RUC	ORDERS	SRB	NAME	SSN
19980902	30312	REQUIRED	REQUIRED	MARINE A B	987654321
19980811	30300	NO	NO	GUNNER B A	876543219

2. REQ THAT YOUR TRANS TO THIS COMD BE CONFIRMED. IF MAR HAS NOT DEPT YOUR COMD REQ THAT A JOIN ENTRY BE SUBMITTED AND THIS COMD ADVISED. IF TRANS TO THIS COMD CONFIRMED REQ FWD COPY OF PCS ORDERS AND SRB AS INDC ABOVE.

Figure 12-5--Sample message To Confirm Transfer of Overdue Transients

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## Section 6: QUALITY CONTROL REPORTS

### 120600. MCTFS DATA BASE AUDIT.

The MCTFS data base is routinely monitored by the MISSO-17 and the CMC analysts for erroneous and missing data. When deficiencies are discovered, reports which identify affected records are produced. In some cases, if deficiencies affect a significant number of records, the Kansas City (ITD) can correct them with a MCTFS utility program. In most cases deficiencies must be corrected by the RU. The reports included in this section regard MCTFS deficiencies which must be audited and corrected by the RU.

### 120601. RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM (RCCPDS).

The RCCPDS is a data system managed by the DoD that contains official information from all the Services, including the USMCR. DoD uses RCCPDS data to budget and plan for the Reserve components and to report to Congress on the Reserve component's status. USMCR strengths and 134 different data elements are reported directly into RCCPDS from MCTFS every week. Data reported to RCCPDS must be from 95 percent to 100 percent accurate and complete. To ensure accuracy, the MCTFS data base is constantly monitored and RCCPDS data deficiencies identified. Questions concerning any RCCPDS report should be referred to CMC (MIF).

### 120602. SPECIAL PURPOSE QUALITY CONTROL REPORTS.

Occasionally MCTFS deficiencies, not otherwise covered in this section, and requiring immediate corrective action, are discovered. In this event special purpose quality control reports specifying corrective procedures will be mailed to RU's and intermediate level commanders by MISSO-17. The RU's will make the corrections specified upon receipt of the report. Intermediate level commanders will monitor corrective actions and provide assistance, if required.

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## Section 7: REPORTING PERFORMANCE MANAGEMENT

### 120700. INTRODUCTION.

The DMR is provided to CO's as a **management tool** to assist in the evaluation of unit reporting performance. It is recommended the Personnel/Administrative Officer review the DMR with the CO. **There is no longer a requirement to have the DMR certified or to retain it in unit files.**

### 120701. DIARY MANAGEMENT REPORT (DMR).

1. The DMR provides the unit commander with information to assist in the analysis of unit reporting performance. The format of the DMR is shown in Figure 12-6. The DMR gives a performance summary, a timeliness breakout, and reporting error information on UD statements reported by the parent command and late entries reported by a Marine's previous command (inherited errors). These inherited errors will be counted against the unit's performance summary, timeliness rate and error information. The DRS is another management tool for the unit commander allowing the review of the TRF by specified TTC reported by the unit.

2. Personnel Reporting Performance Summary. This part of the report displays the total transactions, total timeliness-rated transactions, the timeliness rate, total rejection, and rejection rate, for the unit being reported on for the current month. All on-line Marine Corps averages are also displayed.

a. Total Transactions. This is the total number of action transactions.

b. Time-Rated Transactions. This is the total number of timeliness-rated transactions.

c. Timeliness Rate. This number measures the responsiveness in reporting selected action-dated statements on the UD. The time interval is based on the time from date of action to date certified. The timeliness rate is computed by multiplying the number of entries in each time interval by a weighted value which is decremented by .1 for each succeeding category and dividing by the total number of timeliness-rated transactions. The rate improves as reporting timeliness improves.

d. Total Rejections. The total number of rejections for all action dated transactions.

e. Rejection Rate. The percentage of total action-dated transactions which resulted in a rejection. It is computed by dividing the total rejections by the total transactions.

3. Personnel Reporting Timeliness Information. The personnel reporting timeliness information is a breakout of timeliness-rated transactions by TTC and timeliness category. This information reveals to the unit commander those specific transactions which are not being entered in a timely manner. The format of the personnel reporting timeliness information is displayed below. The timeliness-rated TTC's are specified by their English descriptions. Totals and timeliness rates are given for each TTC and totals for each timeliness category are given for the current month.

a. The timeliness rate is based only on the number of action-dated statements for the following TTC's: 004, 020, 021, 031, 032, 052, 056, 062, 083, 096, 104, 105, 106, 107, 115, 117, 118, 119, 128, 136, 137, 138, 139, 142, 143, 146, 166, 167, 173, 175, 186, 187, 188, 190, 233, 235, 275, 278, 279, 280, 281, 282, 283, 284, 291, 292, 300, 301, 306, 307, 310, 313, 314, 315, 318, 322, 329, 330, 335, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 371, 372, 378, 384, 394, 461, 462.

b. The Reporting Timeliness Rate is computed after timeliness-rated statements are sorted into the following categories:

## MCTFSPRIM

### Category

### Definition

0-5 days	Those action-dated statements that are dated between <u>0 and 5 days</u> before the UD certification date.
6-10 days	Those action-dated statements that are dated between <u>6 and 10 days</u> before the UD certification date.
11-20 days	Those action-dated statements that are dated between <u>11 and 20 days</u> before the UD certification date.
21-30 days	Those action-dated statements that are dated between <u>21 and 30 days</u> before the UD certification date.
31-60 days	Those action-dated statements that are dated between <u>31 and 60 days</u> before the UD certification date.
Over 60 days	Those action-dated statements that are dated over <u>60 days</u> before the UD certification date.

c. The reporting Timeliness Rate will equal 1 times the number in the 0-5 days category, plus .9 times the number in the 6-10 days category, plus .8 times the number in the 11-20 days category plus .7 times the number in the 21-30 days category, plus .6 times the number in the 31-60 days category, plus .3 times the number in the 60+ category, divided by the total number of timeliness-rated transactions. If no timeliness-rated transactions are submitted, then the timeliness rate will be recorded as 100.

d. Those TTC's submitted within 30 days of a join entry (excluding the Join TTC) will not count against the RU's timeliness rate on the DMR.

# MCTFSPRIM

## DIARY MANAGEMENT REPORT

DATE GENERATED: 28 FEBRUARY 1999, THROUGH CYCLE NR XXX  
PERIOD-COVERED: 1-31 MARCH 1999  
RUC: XXXXX UNIT TITLE: XX  
REF: MCO P1080.40 (MCTFSPRIM)

### I. PERSONNEL REPORTING PERFORMANCE SUMMARY:

RUC XXXXX	TOTAL TRANS	TIME-RATED TRANS	TIMELINESS RATE	TOTAL REJECTIONS	REJECTION RATE
CURR MO:	314	243	98%	15	5%
PREV MO:	642	460	96%	12	2%
AVERAGE:	723	491	93%	39	5%

THE DMR IS PROVIDED TO COMANDING OFFICERS AS A MANAGEMENT TOOL TO ASSIST IN THE EVALUATION OF UNIT REPORTING PROCEDURES. A REVIEW OF THE TIMELINESS PERCENTAGE AND/OR REJECTION MSG OF EACH TRANSACTION LISTED PROVIDES THE COMMANDER INFORMATION TO ENSURE OPTIMUM INTERNAL CONTROL PROCEDURES CONSISTENT WITH THE UNIT'S TYPE, LOCATION, AND MISSION.

THE MARINE CORPS GOAL FOR UNIT DIARY REPORTING TIMELINESS IS 96%. THE TIMELINESS RATE IS COMPUTED BY ULTIPLYING THE NUMBER OF ENTRIES IN EACH TIME INTERVAL BY A WEIGHTED VALUE. THE REJECTION RATE IS COMPUTED BY DIVIDING THE TOTAL TRANSACTIONS REJECTED BY THE TOTAL TRANSACTINS PROCESSED.

REFER TO THE CURRENT EDITIONS OF MCO P1080.40 (MCTFSPRIM).

-----  
CO/BY DIR                      DATE

Figure 12-6--Format of the DMR.

# MCTFSPRIM

## DIARY MANAGEMENT REPORT

RUC: XXXXX

1-31 MARCH 1999

### II. PERSONNEL REPORTING TIMELINESS INFORMATION

ENG DESC OF TTC	NUMBER OF DAYS BETWEEN EVENT OCCURRENCE AND REPORTING						TOT STMTS	TOT RATE
	0-5	6-10	11-20	21-30	31-60	60+		
ABSENCE	6	0	0	0	0	0	6	100%
ACDUTRA	20	0	1	0	0	0	21	98%
CR SUBS	18	0	0	0	0	0	18	100%
DRILLS PAID	183	1	4	0	0	0	188	99%
DRILLS UNPD	1	0	0	0	0	0	1	100%
DU CORRESP	0	0	0	0	1	0	1	20%
JOIN	1	0	1	1	0	0	3	67%
TRANSFER	4	0	0	0	1	0	5	84%
-----								
TOTAL								
TRANSACTIONS	233	1	6	1	2	0	243	98%

EVERY TRANSACTION REPORTED FOR THE MONTH IS NOT INCLUDED BECAUSE ALL TRANSACTIONS ARE NOT MEASURED FOR TIMELINESS.

Figure 12-6 Continued--Format of the DMR.

# MCTFSPRIM

## DIARY MANAGEMENT REPORT

RUC: XXXXX

1-31 MARCH 1999

### III. PERSONNEL REPORTING TIMELINESS INFORMATION FOR NON-RATED TRANSACTIONS

ENG DESC	NUMBER OF DAYS BETWEEN EVENT OCCURRENCE AND REPORTING						TOT
TTC	0-5	6-10	11-20	21-30	31-60	60+	STMTS

-----  
NO NON-RATED DMR TRANSACTIONS WERE PROCESSED THIS MONTH  
-----

THE NON-RATED TRANSACTIONS ARE PROVIDED FOR INTERNAL ADMINISTRATIVE USE AND  
ARE NOT INCLUDED IN TIMELINESS COMPUTATIONS.  
-----

Figure 12-6 Continued --Format of the DMR.



# MCTFSPRIM

## APPENDIX A

### ABBREVIATIONS LISTING BY ACRONYM DESCRIPTION

#### A

Accounting Advisory Notice	AA
Absent Without Leave or Liberty has not been authorized	AWOL
Accepted First Commission	AFC
Accessor Identification Code	ACID
Accumulated Deployed Time	ADT
Activated	ACTD
Active Duty	ACDU
Active Duty	AD
Active Duty for Training	ACDUTRA
Active Naval Service Base Date	ACNAVSEVBASE
Active Reserve Program (formerly FTS)	AR
Active Status List	ASL
Activity Account Number	AAN
Actual Training Completion Date	ATCD
Additional Flight Training Period	AFTP
Additional Training Period	ATP
Address Indicator Group	AIG
Administration	ADMIN
Administrative Control	ADCON
Advance	ADV
Advanced Geo-Location Estimated Date of Arrival	AGLC-EDA
Advanced Monitored Command Code/Estimated Date of Arrival	AMCC/EDA
Advisory File	ADF
Air Force Base	AFB
Air Force Manual	AFM
All Marines	ALMAR
Allotment/Bond Authorization	ABA
Alphanumeric	A/N
Alternate Annual Training	ALTAT
Alternate Maximum Weight Limit	AMWL
Alternate Primary Military Occupational Specialty	APMOS
Amphibious Objective Area	AOA
Annual	ANN
Annual Retirement Credit Report	ARCR
Annual Training	AT
Anticipated Tour Completion Date	ATCD
Application Qualification Test	AQT
Aptitude Radio Code	ARC
Aptitude-Area Test	A A TEST
Armed Forces Active Duty Base Date	AFADBD
Armed Forces Qualification Test	AFQT
Armed Forces Reserve Medal	AFRM
Armed Geo-Location Code	AGLC
Armed Services Vocational Aptitude Battery	ASVAB
Army Classification Battery Test 61	ACB61
Assignment, Classification, & Travel Systems Manual	ACTS Manual
Attached	ATT
Audit	AUD
Automated Data Processing Equipment-Fleet Marine Force	ADPE-FMF
Automated Information System	AIS
Automated Orders Writing Process	AOWP
Automated Recruit Management System	ARMS
Automated Services Center	ASC
Automatic Digital Network	AUTODIN
Aviation Career Incentive Pay	ACIP
Aviation Continuation Pay	ACP

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Aviation Service Entry Date	ASED
Awaiting Action by Higher Authority	AAHA
Awaiting	AWTG
Awaiting Trial by General Court-Martial	ATLGCM
Awaiting Trial by Special Court-Martial	ATLSPCM
Awaiting Trial by Summary Court-Martial	ATLSCM

## B

Bachelor Enlisted Quarters	BEQ
Bachelor Officer Quarters	BOQ
Background Investigation	BI
Bad Conduct Discharge	BCD
Basic Allowance for Housing	BAH
Basic Allowance for Subsistence	BAS
Basic Individual Record	BIR
Basic Maintenance Allowance	BMA
Basic Replacement Allowance	BRA
Basic Skills Training/Essential Subjects Test	BST/EST
Basic Training Record	BTR
Battalion Level Administrative	BLA
Board for the Correction of Naval Records	BCNR
Bond and Allotment	B&A

## C

Calendar Year, Month and Day	CCYYMMDD
Captured	CPTR
Career Retirement Credit Report	CRCR
Career Sea Pay	CARSEA
Central Design & Programming Activity	CDPA
Central Master File	CMF
Central Processing Unit	CPU
Certified	CERT
Civil Authority	CIV AUTH
Clothing Maintenance Allowance	CMA
Clothing Replacement Allowance	CRA
Code Federal Regulations	CFR
Coded Unit Breakdown by Site	CUBS
College Level Examination Program	CLEP
Combat Arms Enlistment Bonus	CAEB
Combat	CBT
Combat Leave Balance	CLB
Combat Zone Tax Exclusion	CZTE
Command Marine Forces Reserve	COMMARFORRES
Command Recruiting Bonus Points	CRBP
Command Reporting Unit Code	CRUC
Commandant of the Marine Corps	CMC
Commander's Unit Diary Data Base	CUddb
Commanding General	CG
Commanding Officer's Electronic Signature	CO-ELSIG
Commercial Bus	CB
Commercial Plane	CP
Commissioning Accession Management System	CAMS
Community College Enlistment Bonus	CCEB
Commuted Rations	COMRATS
Completion	COMPL
Composite Cutoff Score (screen)	CCOS
Computerized Adaptive Version of the ASVAB	CAT-ASVAB
Confinement	CNFT
Consecutive Overseas Tour	COT
Continental U.S. Cost of Living Allowance	CCOLA
Continental United States	CONUS
Convenience of the Government	COFG
Convenience of the Government-Involuntary Retention	COFGI

# MCTFSPRIM

Convenience of the Government-Legal Hold	COFGL
Convenience of the Government-Medical Hold	COFGM
Convening Authority	CA
Cost-of-Living Allowance	COLA
Cryptological Diagnostic Examination	CDE
Customer Information Control System (EDP)	CICS
D	
Data Processing Installation	DPI
Date Arrived U.S. from Overseas Dependents Not Restricted	DAUSDNR
Date Arrived U.S. from Overseas Dependents were Restricted	DAUSDR
Date Current Tour Began	DCTB
Date Dependents Location Began	DDLB
Date Designated Military Pilot	DATDMP
Date of Birth	DOB
Date of Original Contract for Bonus	DOCB
Date of Rank	DOR
Date of Original Entry Armed Forces	DEAF
Deactivated	DEACTD
Decision Logic Table	DLT
Defense Activity for Non Traditional Education Support	DANTE
Defense Data Network	DDN
Defense Enterprise Computing Center	DECC
Defense Finance & Accounting Service	DFAS
Defense Finance & Accounting Service-Cleveland Center	DFAS-CL
Defense Finance & Accounting Service-Technology Services Organization	DFAS-TSO
Defense Finance & Accounting Service-Kansas City Center	DFAS-KC
Defense Information Technology Services Organization	DITSO
Defense Language Aptitude Battery	DLAB
Defense Language Proficiency Test	DLPT
Defense Officer Personnel Management Act	DOPMA
Defense Retiree and Annuitant System	DRAS
Delayed Entry Program	DEP
Delete as Erroneous	DEL AS ERR
Delete	DEL
Delete/Add	DEL/ADD
Department of Defense Adaptability Screening Test	DoDADAPT
Department of Defense Directive	DoDDIR
Department of Defense	DoD
Department of Defense Financial Management Regulation	DoDFMR
Department of Defense Instruction	DoDINST
Department of the Navy Central Adjudication Facility	DON CAF
Department of the	Navy DON
Dependents Dental Plan	DDP
Dependents Geographical Location Code	DGLC
Deployed Check Issue Process	DCIP
Deployed Monitored Command Code	DMCC
Deployment Return Date	DRD
Deployment Status Code	DSC
Deputy Commandant for Manpower & Reserve Affairs	DC M&RA
Desertion	DES
Detained	DETND
Diary Feedback Report	DFR
Diary Management Report	DMR
Diary Retrieval System	DRS
Diary Statistics File	DSF
Diary Statistics Report	DSR
Direct Deposit	DD
Direct Deposit/Electronic Funds Transfer	DD/EFT
Directorate for Automated Pay System	DAPS
Disbursing Advisory Notice	DA
Disbursing Office	DO
Disbursing Station Symbol Number	DSSN

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Do It Yourself Move	DITY
Document Transmittal Letter	DTL
Drill Instructor	DI
Duty Involving Flying Denied	DIFDEN
Duty Involving Flying Operational	DIFOP
Duty Under Instruction	DUINS

## E

Earned Income Credit	EIC
Effective Date	ED
Electronic Accounting Machine	EAM
Electronic Data Processing Test	EDPT
Electronic Funds Transfer	EFT
Electronic Library & Mail System	ELMS
Electronic Signature Control Officer	ECO
Electronic Signature	ELSIG
Employee/Member Self-Service	E/MSS
Employer Identification Number	EIN
End Of Month	EOM
End User Computer Equipment	EUCE
Entrance National Agency Check	ENTNAC
Entry Contract/Control Option	ECCO
Equivalent Duty Period (EIN/EIO)	EDP
Equivalent Instruction or Duty (nonpaid/paid)	EIN/EIO
Essential Subjects Testing	EST
Estimated Date of Arrival	EDA
Estimated Date of Departure	EDD
Estimated Date of Return	EDR
Excess Leave Program (LAW)	ELP (L)
Expiration of Active Service	EAS
Expiration of Current Contract	ECC
Expiration of Enlistment	EOFE
Expiration of Obligated Service	EOS
Expiration of Ready Reserve Service	ERRS
Extended Active Duty	EAD
Extended Technical Training	ETT

## F

Family Separation Allowance	FSA
Family Subsistence Supplemental Allowance	FSSA
Family Separation Housing (FSA TYPE-1)	FSH
Federal Income Tax Withheld	FITW
Federal Income Tax Withholding	FITW
Federal Insurance Contributions Act	FICA
Field Skill Training	FST
Finance Officer	FO
Financial Officer's Electronic Signature	DO-ELSIG
Fiscal Electronic Signature Officer	FEO
Fleet Marine Corps Reserve	FMCR
Fleet Marine Force	FMF
Fleet Marine Force Personnel Assistance Program	FAP
Fleet Marine Force, Atlantic	FMFLANT
Fleet Marine Force, Pacific	FMFPAC
Fleet Marine Force-End-User Computer Equipment	FMF-EUCE
For Further Transportation	FFT
For Record Purposes	FOREC
Force Service Support Group	FSSG
Foreign Language Proficiency Pay	FLPP
Future Geographical Location Code	FGLC
Future Geo-location Date Current Tour Began	FGEODCTB
Future Monitored Command Code	FMCC
Future Tour Control Factor	FTCF

# MCTFSPRIM

## G

General Accounting Office	GAO
General Classification Test	GCT
General Court-Martial	GCM
General Education Diploma	GED
General Services Administration	GSA
Geographical Location Code	GLC
Geo-location Date Current Tour Began	GEO DCTB
Government Air	GOVAIR
Gross Pay	GP

## H

Hazardous Duty Incentive Pay	HDIP
Headquarters Accession Management System	HAMS
Headquarters Master File	HMF
Headquarters, U.S. Marine Corps	HQMC
Health Care Coverage	HCC
High Altitude Low Open	HALO
Higher Headquarters	HHQ
Higher Headquarters Retrieval System	HHRS
Historical Statement	HIST
Hostile Fire Pay	HFP
Household Goods	HHG
Housing Expense	HE
Human Immunodeficiency Virus	HIV

## I

In Hands of Civil Authorities	IHCA
In Hands of Foreign Authorities	IHFA
Inactive Duty Training	IDT
Inactive Status List	ISL
Inconsistent Condition	IC
Inconsistent Conditions Report	ICR
Indefinite	INDEF
Individual Mobilization Augmentee	IMA
Individual Ready Reserve Enlistment Bonus	IRREB
Individual Ready Reserve	IRR
Information Management	INFOMAN
Information System Management Office	ISMO
Information Systems	IS
Initial Active Duty for Training	IADT
Initial Civilian Cash Clothing Allowance	ICCA
Initial	INIT
Initial/Terminal Occupancy Allowance	ITOA
Initial/Terminal Occupancy	ITO
In Progress Payment	IPP
Inspector-Instructor	I-I
Intended Military Occupational Specialty	IMOS
Intended Transfer Date	ITD
Interactive Voice Response System	IVRS
Interim Housing Allowance	IHA
Internal Revenue Service	IRS
Involuntary	INVOL

## J

Joint Federal Travel Regulations	JFTR
Joint Interoperability of Tactical Command Control	JITCCS
Joint Military Occupational Specialty	JMOS
Joint Reception Center	JRC
Joint Uniform Military Pay System	JUMPS
Judge Advocate General	JAG

# MCTFSPRIM

Jurisdiction Command

JURIS

K

Kansas City Terminal  
Kansas City, MO  
Killed In Action

KCT  
KCMO  
KIA

L

Landing Force Training Command  
Language Aptitude Test  
Language Proficiency Test  
Last Element Processed  
Last Monitored Command Code  
Last Processed Cycle  
Last Tour of Combat  
Leave and Earnings Statement  
Limited Duty Officer  
Location  
Lump Sum Leave

LFTC  
LAT  
LPT  
LEP  
LMCC  
LPC  
LAST TOUR CBT  
LES  
LDO  
LOC  
LSL

M

Managed On-The-Job Training  
Mandatory Drill Participation (start/stop date)  
Manpower Information System  
Manpower Information Systems Support Activity  
Manpower Information Systems Support Office  
Manpower Management System  
Marine Aircraft Wing  
Marine Air-Ground Task Force  
Marine Aviation Detachment  
Marine Aviation Training Support Group  
Marine Barracks  
Marine Corps Air Facility  
Marine Corps Air Ground Combat Center  
Marine Corps Air Station  
Marine Corps Automated Settlement Sheet Process  
Marine Corps Combat Development Command  
Marine Corps Data Network  
Marine Corps Deployed Pay System  
Marine Corps District  
Marine Corps Finance Center (now called DFAS-KC)  
Marine Corps Institute  
Marine Corps Reserve  
Marine Corps Movement & Coordination Center  
Marine Corps Operating Procedures  
Marine Corps Order  
Marine Corps Recruit Depot  
Marine Corps Reserve Support Command  
Marine Corps Support Activity  
Marine Corps Total Force System Codes Manual  
Marine Corps Total Force System  
Marine Corps Total Force System-Automated Pay System Manual  
Marine Corps Total Force System-Personnel Reporting Instruction Manual  
Marine Corps Travel Instruction Manual  
Marine Detachment  
Marine Division  
Marine Expeditionary Brigade  
Marine Expeditionary Force  
Marine Expeditionary Unit  
Marine Forces Reserve  
Marine Reserve Forces  
Marine Security Guard  
Master Electronic Signature

MOJT  
MDP  
MIS  
MISSA  
MISSO  
MMS  
MAW  
MAGTF  
MAD  
MATSG  
MARBKS  
MCAF  
MCAGCC  
MCAS  
MCASSP  
MCCDC  
MCDN  
MCDPS  
MARCORDIST  
MCFC  
MCI  
MCR  
MCMCC  
MCOP  
MCO  
MCRD  
MCRSC  
MCSA  
MCTFSCODESMAN  
MCTFS  
MCTFSAPSM  
MCTFSPRIM  
MCTIM  
MARDET  
MARDIV  
MEB  
MEF  
MEU  
MFR  
MARRESFOR  
MSG  
M-ELSIG

# MCTFSPRIM

Master Error Control File	MECF
Master Error Control-Number	MEC-NR
Master Military Pay Account	MPA
Medical	MED
Member	MBR
Message Text Formatting	MTF
Military Clothing Sales Store	MCSS
Military Entrance Processing Station	MEPS
Military Housing Area	MHA
Military Occupational Specialty	MOS
Military Pay Order	MPO
Military Pay Voucher	MPV
Military Payroll Money List	MPL
Military Personnel Marine Corps	MPMC
Military Selective Service Act	MSS ACT
Military Service Number	MSN
Military Service Obligation	MSO
Missing In Action	MIA
Missing	MIS
Mobile Automated Service Center	MASC
Mobilization Designee	MOBDES
Mobilization Effective Day	M-DAY
Mobilization Management Plan	M PLAN
Mobilization	MOB
Mobilization Monitored Commmand Code	MOBMCC
Mobilization Reporting Unit Code	MOBRUC
Monitored Command Code	MCC
Montgomery GI Bill	MGIB
Montgomery GI Bill Reserve	MGIB-R
Move-In Housing Allowance	MIHA

## N

National Agency Check	NAC
Naval Air Station	NAS
Naval Reserve Officers Training Corps	NROTC
Naval Weapons Station	NAVWPNSTA
Navy & Marine Corps Relief Society	NMCRS
Navy Comptroller	NAVCOMPT
Navy/Marine Corps	NAVMC
No Action Required	NAR
No Pay Due	NPD
No Payment for 60 Days	NPP
Non-Appropriated Fund Instrumentality	NAFI
Noncommissioned Officer	NCO
NonJudicial Punishment	NJP
NonPay Status for 30 Days	NPS
Nonprior Service	NPS
Not Applicable	N/A
Not Physically Qualified	NPQ
Notice of Basic Eligibility	NOBE
Notice of Eligibility	NOE

## O

Office of Servicemen's Group Life Insurance	OSGLI
Officer Candidate Course	OCC
Officer Candidate School	OCS
Officer In Charge	OIC
Officer Qualification Record	OQR
Officer Service Date	OSD
Official Military Personnel File	OMPF
On-Line Diary	OLD
On-Line Diary System	OLDS
On-The-Job Training	OJT

# MCTFSPRIM

Open	OPN
Operational Control	OPCON
Operational Flying Gates	OPFLY GATES
Operational Flying Time	OPFLY TIME
Operations & Maintenance	O&M
Opfly Base Date	OFBD
Overseas Housing Allowance	OHA

## P

Parameter	PARM
Pay & Allowance Advisory Notice	PAAN
Personnel Administrative Advisory	PAA
Pay Entry Base Date	PEBD
Pay Option Election	POE
Per Diem Travel & Transportation Allowance Committee	PDTATAC
Percent	PCT
Period	PRD
Permanent Change of Station Code	PCSC
Permanent Change of Station Orders	PCSO
Permanent Change of Station	PCS
Permanent Change of Station Report	PCSOR
Permanent Disability Retired List	PDRL
Permanent Duty Station	PDS
Personal Elsig	P-ELSIG
Personal Identification Number	PIN
Personal Mailing Address	PMA
Personal Statement of Military Compensation	PSMC
Physical Evaluation Board	PEB
Physical Fitness Test	PFT
Place of Birth	POB
Plain Language Address	PLAD
Planned Reenlistment/extension/Retirement date	PRR
Platoon Code	PLTN CODE
Platoon Leaders Class	PLC
Point of Contact	POC
Point	PT
Present Reporting Unit Code	PRUC
Primary Reporting Unit Code	PRUC
Prior Service	PS
Prisoner of War	POW
Privately Owned Conveyance	POC
Processed	PROC
Program Element Number	PEN
Projected Training Completion Date	PTCD

## Q

Quarters Being Renovated	QBR
--------------------------	-----

## R

Rate of Exchange	EX
Rations In Kind Not Available	RINKA
Readiness Management Period	RMP
Reason For Transfer Code	RFTC
Reason For Transfer Flag	RFTF
Received	RECD
Record of Emergency Data	RED
Record Of Service	ROS
Record Status	RECSTAT
Recruit Training Regiment	RTR
Reduced Clothing Replacement Allowance	RCRA
Reenlistment Bonus	RENBO
Regional Automated Services Center	RASC



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Regular Leave Balance	RLB
Regular Reenlistment Bonus	RRB
Released from Active Duty	RELACDU
Reporting Unit Code	RUC
Reporting Unit	RU
Republic of Vietnam	RVN
Requested Split Pay Amount	RSPA
Rescheduled Inactive Duty Training	RIDT
Reserve Address	RESADD
Reserve Component Survivor Benefit Plan	RCSBP
Reserve Components Common Personnel Data System	RCCPDS
Reserve Diary Retrieval System	RDRS
Reserve Manpower & Management Pay System	REMMPS
Reserve Officer Training Program	ROTP
Reserve Optional Enlistment Program	ROEP
Reserve Pay & Allowance Advisory Notice	RPAAN
Reserve Personnel Marine Corps	RPMC
Reserve Retirement Credit Report	RRCR
Responsibility Center Number	RCN
Retail Clothing Outlet	RCO
Retired	RET
Return to Military Control	RMC
Rotation Tour Date	RTD
Routing Transit Number	RTN

## S

Satellite Data Processing Installation	SDPI
Satisfactory Federal Service	SFS
Satisfactory	SAT
Saved Leave Balance	SLB
Secretary of Navy Instruction	SECNAVINST
Selected Marine Corps Reserve	SMCR
Selected Reserve Affiliation Bonus	SERAB
Selected Reserve Incentive Program	SRIP
Selective Reenlistment Bonus Payment	SRBP
Selective Reenlistment Bonus	SRB
Selective Service Number	SELSERVNO
Senior Officer Present Afloat	SOPA
Separation Program Designator(now SDN)	SPD
Service Record Accountability & Audit	SRAA
Service Record Book	SRB
Servicemen's Group Life Insurance	SGLI
Servicemen's Group Life (Veteran's)	SGLV
Social Security Account Number	SSAN
Social Security Administration	SSA
Social Security Number	SSN
Source of Initial Entry into Military Service	SIEMS
Special Background Investigation	SBI
Special Court-Martial	SPCM
Special Duty Assignment Pay	SDA PAY
Special Duty Assignment	SDA
Special Separation Benefit	SSB
Special	SPL
Staff Noncommissioned Officer	SNCO
Standard Form	SF
Standard Maintenance Allowance	SMA
Standard Replacement Allowance	SRA
Standard Utility/Maintenance Allowance	SU/MA
Standard Utility/Maintenance Expense	SUME
Standard Written Agreement	SWAG
Standing Operating Procedure	SOP
State Income Tax Withholding	SITW
Station Allowance Advisory Notice	SAAN

# MCTFSPRIM

Station of Initial Assignment	SIA
Streamlined Alternative Logistics Transmission System	SALTS
Strength Category	STRCAT
Subject Named Marine	SNM
Subsistence In Kind	SIK
Subunit	SU
Summary Court-Martial	SCM
Supplementary Military Occupational Specialty	SMOS
Suspect Payment Listing	SPL
System Exception Report	SER
Systems Assurance Officer	SAO

## T

Table of Manpower Requirements	T/MR
Table of Organization	T/O
Technical Skills Enlistment Bonus	TSEB
Technology Services Organization	TSO
Temporary Active Duty	TEMACDU
Temporary Additional Duty	TAD
Temporary Disability Retired List	TDRL
Temporary Duty En Route	TDY
Temporary Lodging Allowance	TLA
Temporary Lodging Expense allowance	TLE
Tentative Character of Service	TCS
Terminal Area Security Officer	TASO
The Basic School	TBS
Time Lost	TL
Total Force/Reserve Orders Request Management Application	TFRORMA
Total Loss of Pay & Allowances	TLPALW
Transaction Of Data Extract	TODE
Transaction Reconciliation File	TRECON
Transaction Research File	TRF
Transfer	TRANS
Transportation Request	TR
Travel Advance	TA
Tricare Selected Reserve Dental Program	TSRDP
TRICARE-Family Member Dental Plan	TRICARE
Type Transaction Code	TTC

## U

U.S. Code	USC
Unauthorized Absence	UA
Unavailable Check Cancellation System	UCC
Uniform Code of Military Justice	UCMJ
Uniform Maintenance Allowance	UMA
Unit Deployment Program	UDP
Unit Diary System	UDS
Unit Diary	UD
Unit Diary/Marine Integrated Personnel System	UD/MIPS
Unit Identification Code	UIC
United States Marine Corps Reserve	USMCR
United States Marine Corps	USMC
United States Naval Reserve	USNR
United States Navy	USN
Unrestricted Active Duty	UAD
Unsatisfactory	UNSAT
Update & Extract Cycle	U&E CYCLE
Update & Extract	U&E
User's Manual	UM
Users Manual On-Line Diary System	UM OLDS
Utility/Recurring Maintenance Allowance	UT

# MCTFSPRIM

	V	
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Veterans Administration		VA
Video Inquiry System		VIS
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Voluntary Separation Incentive Pay		VSI
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Withholding Tax Allowance		WTA
Wounded In Action		WIA
	Y	
Year To Date		YTD
Year, Month, Day		YYMMDD
	Z	
Zip Code		ZIP

# MCTFSPRIM

## APPENDIX B

### ABBREVIATIONS LISTING BY ACRONYM

#### A

AA	Accounting Advisory Notice
A A TEST	Aptitude-Area Test
AAHA	Awaiting Action by Higher Authority
AAN	Activity Account Number
ABA	Allotment/Bond Authorization
ACB61	Army Classification Battery Test 61
ACDU	Active Duty
ACDUTRA	Active Duty for Training
ACID	Accessor Identification Code
ACIP	Aviation Career Incentive Pay
ACNAVSEVBASE	Active Naval Service Base Date
ACP	Aviation Continuation Pay
ACTD	Activated
ACTS Manual	Assignment, Classification, & Travel Systems Manual
AD	Active Duty
ADCON	Administrative Control
ADF	Advisory File
ADMIN	Administration
ADPE-FMF	Automated Data Processing Equipment-Fleet Marine Force
ADT	Accumulated Deployed Time
ADV	Advance
AFADBD	Armed Forces Active Duty Base Date
AFB	Air Force Base
AFC	Accepted First Commission
AFM	Air Force Manual
AFQT	Armed Forces Qualification Test
AFRM	Armed Forces Reserve Medal
AFTP	Additional Flight Training Period
AGLC	Armed Geo-Location Code
AGLC-EDA	Advanced Geo-Location Estimated Date of Arrival
AIG	Address Indicator Group
AIS	Automated Information System
ALMAR	All Marines
ALTAT	Alternate Annual Training
AMCC/EDA	Advanced Monitored Command Code/Estimated Date of Arrival
AMWL	Alternate Maximum Weight Limit
A/N	Alphanumeric
ANN	Annual
AOA	Amphibious Objective Area
AOWP	Automated Orders Writing Process
APMOS	Alternate Primary Military Occupational Specialty
AQT	Application Qualification Test
AR	Active Reserve Program (formerly FTS)
ARC	Aptitude Radio Code
ARCR	Annual Retirement Credit Report
ASC	Automated Services Center
ASED	Aviation Service Entry Date
ASL	Active Status List
ARMS	Automated Recruit Management System
ASVAB	Armed Services Vocational Aptitude Battery
AT	Annual Training
ATCD	Actual Training Completion Date
ATCD	Anticipated Tour Completion Date
ATLGCM	Awaiting Trial by General Court-Martial
ATLSCM	Awaiting Trial by Summary Court-Martial
ATLSPCM	Awaiting Trial by Special Court-Martial
ATP	Additional Training Period

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ATT	Attached
AUD	Audit
AUTODIN	Automatic Digital Network
AWOL	Absent Without Leave or Liberty has not been authorized
AWTG	Awaiting

## B

B&A	Bond and Allotment
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BCD	Bad Conduct Discharge
BCNR	Board for the Correction of Naval Records
BEQ	Bachelor Enlisted Quarters
BI	Background Investigation
BIR	Basic Individual Record
BLA	Battalion Level Administrative
BMA	Basic Maintenance Allowance
BOQ	Bachelor Officer Quarters
BRA	Basic Replacement Allowance
BST/EST	Basic Skills Training/Essential Subjects Test
BTR	Basic Training Record

## C

CA	Convening Authority
CAEB	Combat Arms Enlistment Bonus
CAMS	Commissioning Accession Management System
CARSEA	Career Sea Pay
CAT-ASVAB	Computerized Adaptive Version of the ASVAB
CB	Commercial Bus
CBT	Combat
CCEB	Community College Enlistment Bonus
CCOLA	Continental U.S. Cost of Living Allowance
CCOS	Composite Cutoff Score (screen)
CCYYMMDD	Calendar Year, Month and Day
CDE	Cryptological Diagnostic Examination
CDPA	Central Design & Programming Activity
CERT	Certified
CFR	Code Federal Regulations
CG	Commanding General
CICS	Customer Information Control System (EDP)
CIV AUTH	Civil Authority
CLB	Combat Leave Balance
CLEP	College Level Examination Program
CMA	Clothing Maintenance Allowance
CMC	Commandant of the Marine Corps
CMF	Central Master File
CNFT	Confinement
CO-ELSIG	Commanding Officer's Electronic Signature
COFG	Convenience of the Government
COFGI	Convenience of the Government-Involuntary Retention
COFGL	Convenience of the Government-Legal Hold
COFGM	Convenience of the Government-Medical Hold
COLA	Cost-of-Living Allowance
COMPL	Completion
COMMARFORRES	Command Marine Forces Reserve
COMRATS	Commuted Rations
CONUS	Continental United States
COT	Consecutive Overseas Tour
CP	Commercial Plane
CPTR	Captured
CPU	Central Processing Unit

## MCTFSPRIM

CRA	Clothing Replacement Allowance
CRBP	Command Recruiting Bonus Points
CRCR	Career Retirement Credit Report
CRUC	Command Reporting Unit Code
CUBS	Coded Unit Breakdown by Site
CUddb	Commander's Unit Diary Data Base
CZTE	Combat Zone Tax Exclusion

### D

DA	Disbursing Advisory Notice
DANTE	Defense Activity for Non Traditional Education Support
DAPS	Directorate for Automated Pay System
DATDMP	Date Designated Military Pilot
DAUSDNR	Date Arrived U.S. from Overseas Dependents Not Restricted
DAUSDR	Date Arrived U.S. from Overseas Dependents were Restricted
DC M&RA	Deputy Commandant for Manpower & Reserve Affairs
DCIP	Deployed Check Issue Process
DCTB	Date Current Tour Began
DD	Direct Deposit
DD/EFT	Direct Deposit/Electronic Funds Transfer
DDLb	Date Dependents Location Began
DDN	Defense Data Network
DDP	Dependents Dental Plan
DEACTD	Deactivated
DEAF	Date of Original Entry Armed Forces
DECC	Defense Enterprise Computing Center
DEL	Delete
DEL AS ERR	Delete as Erroneous
DEL/ADD	Delete/Add
DEP	Delayed Entry Program
DES	Desertion
DETND	Detained
DFAS	Defense Finance & Accounting Service
DFAS-CL	Defense Finance & Accounting Service-Cleveland Center
DFAS-KC	Defense Finance & Accounting Service-Kansas City Center
DFAS-TSO	Defense Finance & Accounting Service-Technology Services Organization
DFR	Diary Feedback Report
DGLC	Dependents Geographical Location Code
DI	Drill Instructor
DIFDEN	Duty Involving Flying Denied
DIFOP	Duty Involving Flying Operational
DITSO	Defense Information Technology Services Organization
DITY	Do It Yourself Move
DLAB	Defense Language Aptitude Battery
DLPT	Defense Language Proficiency Test
DLT	Decision Logic Table
DMCC	Deployed Monitored Command Code
DMR	Diary Management Report
DO	Disbursing Office
DOB	Date of Birth
DOCB	Date of Original Contract for Bonus
DoD	Department of Defense
DoDADAPT	Department of Defense Adaptability Screening Test
DoDDIR	Department of Defense Directive
DoDFMR	Department of Defense Financial Management Regulation
DoDINST	Department of Defense Instruction
DO-ELSIG	Financial Officer's Electronic Signature
DON	Department of the Navy
DON CAF	Department of the Navy Central Adjudication Facility
DOPMA	Defense Officer Personnel Management Act
DOR	Date of Rank
DPI	Data Processing Installation

## MCTFSPRIM

DRAS	Defense Retiree and Annuitant System
DRD	Deployment Return Date
DRS	Diary Retrieval System
DSC	Deployment Status Code
DSF	Diary Statistics File
DSR	Diary Statistics Report
DSSN	Disbursing Station Symbol Number
DTL	Document Transmittal Letter
DUINS	Duty Under Instruction

### E

EAD	Extended Active Duty
EAM	Electronic Accounting Machine
EAS	Expiration of Active Service
ECC	Expiration of Current Contract
ECCO	Entry Contract/Control Option
ECO	Electronic Signature Control Officer
ED	Effective Date
EDA	Estimated Date of Arrival
EDD	Estimated Date of Departure
EDP	Equivalent Duty Period (EIN/EIO)
EDPT	Electronic Data Processing Test
EDR	Estimated Date of Return
EFT	Electronic Funds Transfer
EIC	Earned Income Credit
EIN	Employer Identification Number
EIN/EIO	Equivalent Instruction or Duty (nonpaid/paid)
ELMS	Electronic Library & Mail System
ELP(L)	Excess Leave Program (LAW)
ELSIG	Electronic Signature
E/MSS	Employee/Member Self-Service
ENTNAC	Entrance National Agency Check
EOFE	Expiration of Enlistment
EOM	End Of Month
EOS	Expiration of Obligated Service
ERRS	Expiration of Ready Reserve Service
EST	Essential Subjects Testing
ETT	Extended Technical Training
EUCE	End User Computer Equipment
EX	Rate of Exchange

### F

FAP	Fleet Marine Force Personnel Assistance Program
FEO	Fiscal Electronic Signature Officer
FFT	For Further Transportation
FGLC	Future Geographical Location Code
FGEODCTB	Future Geo-location Date Current Tour Began
FICA	Federal Insurance Contributions Act
FITW	Federal Income Tax Withholding
FITW	Federal Income Tax Withheld
FLPP	Foreign Language Proficiency Pay
FMCC	Future Monitored Command Code
FMCR	Fleet Marine Corps Reserve
FMF	Fleet Marine Force
FMF-EUCE	Fleet Marine Force-End-User Computer Equipment
FMFLANT	Fleet Marine Force, Atlantic
FMFPAC	Fleet Marine Force, Pacific
FO	Finance Officer
FOREC	For Record Purposes
FSA	Family Separation Allowance
FSSA	Family Subsistence Supplemental Allowance

## MCTFSPRIM

FSH	Family Separation Housing (FSA Type-1)
FSSG	Force Service Support Group
FST	Field Skill Training
FTCF	Future Tour Control Factor

### G

GAO	General Accounting Office
GCM	General Court-Martial
GCT	General Classification Test
GED	General Education Diploma
GEO DCTB	Geo-location Date Current Tour Began
GLC	Geographical Location Code
GOVAIR	Government Air
GP	Gross Pay
GSA	General Services Administration

### H

HALO	High Altitude Low Open
HAMS	Headquarters Accession Management System
HCC	Health Care Coverage
HDIP	Hazardous Duty Incentive Pay
HE	Housing Expense
HFP	Hostile Fire Pay
HHG	Household Goods
HHQ	Higher Headquarters
HHRS	Higher Headquarters Retrieval System
HIST	Historical Statement
HIV	Human Immunodeficiency Virus
HMF	Headquarters Master File
HQMC	Headquarters, U.S. Marine Corps

### I

IADT	Initial Active Duty for Training
IC	Inconsistent Condition
ICCA	Initial Civilian Cash Clothing Allowance
ICR	Inconsistent Conditions Report
IDT	Inactive Duty Training
IHA	Interim Housing Allowance
IHCA	In Hands of Civil Authorities
IHFA	In Hands of Foreign Authorities
I-I	Inspector-Instructor
IMA	Individual Mobilization Augmentee
IMOS	Intended Military Occupational Specialty
INDEF	Indefinite
INFOMAN	Information Management
INIT	Initial
INVOL	Involuntary
IPP	In Progress Payment
IRR	Individual Ready Reserve
IRREB	Individual Ready Reserve Enlistment Bonus
IRS	Internal Revenue Service
IS	Information Systems
ISL	Inactive Status List
ISMO	Information System Management Office
ITD	Intended Transfer Date
ITO	Initial/Terminal Occupancy
ITOA	Initial/Terminal Occupancy Allowance
IVRS	Interactive Voice Response System

### J



## MCTFSPRIM

JAG	Judge Advocate General
JCU	Joint Communications Unit
JFTR	Joint Federal Travel Regulations
JITCCS	Joint Interoperability of Tactical Command Control
JMOS	Joint Military Occupational Specialty
JRC	Joint Reception Center
JUMPS	Joint Uniform Military Pay System
JURIS	Jurisdiction Command

### K

KCMO	Kansas City, MO
KCT	Kansas City Terminal
KIA	Killed In Action

### L

LAST TOUR CBT	Last Tour of Combat
LAT	Language Aptitude Test
LDO	Limited Duty Officer
LEP	Last Element Processed
LES	Leave and Earnings Statement
LFTC	Landing Force Training Command
LMCC	Last Monitored Command Code
LOC	Location
LPC	Last Processed Cycle
LPT	Language Proficiency Test
LSL	Lump Sum Leave

### M

M PLAN	Mobilization Management Plan
MAD	Marine Aviation Detachment
MAGTF	Marine Air-Ground Task Force
MARBKS	Marine Barracks
MARCORDIST	Marine Corps District
MARDET	Marine Detachment
MARDIV	Marine Division
MARRESFOR	Marine Reserve Forces
MASC	Mobile Automated Service Center
MATSG	Marine Aviation Training Support Group
MAW	Marine Aircraft Wing
MBR	Member
MCAF	Marine Corps Air Facility
MCAGCC	Marine Corps Air Ground Combat Center
MCAS	Marine Corps Air Station
MCASSP	Marine Corps Automated Settlement Sheet Process
MCC	Monitored Command Code
MCCDC	Marine Corps Combat Development Command
MCDN	Marine Corps Data Network
MCDPS	Marine Corps Deployed Pay System
MCFC	Marine Corps Finance Center (now called DFAS-KC)
MCI	Marine Corps Institute
MCMCC	Marine Corps Movement & Coordination Center
MCO	Marine Corps Order
MCOP	Marine Corps Operating Procedures
MCR	Marine Corps Reserve
MCRD	Marine Corps Recruit Depot
MCRSC	Marine Corps Reserve Support Command
MCSA	Marine Corps Support Activity
MCSS	Military Clothing Sales Store
MCTFS	Marine Corps Total Force System

## MCTFSPRIM

MCTFSAPSM	Marine Corps Total Force System-Automated Pay System Manual
MCTFSCODESMAN	Marine Corps Total Force System Codes Manual
MCTFSPRIM	Marine Corps Total Force System-Personnel Reporting Instruction Manual
MCTIM	Marine Corps Travel Instruction Manual
M-DAY	Mobilization Effective Day
MDP	Mandatory Drill Participation (start/stop date)
MEB	Marine Expeditionary Brigade
MECF	Master Error Control File
MEC-NR	Master Error Control-Number
MED	Medical
MEF	Marine Expeditionary Force
M-ELSIG	Master Electronic Signature
MEPS	Military Entrance Processing Station
MEU	Marine Expeditionary Unit
MFR	Marine Forces Reserve
MGIB	Montgomery GI Bill
MGIB-R	Montgomery GI Bill Reserve
MHA	Military Housing Area
MIA	Missing In Action
MIHA	Move-In Housing Allowance
MIS	Missing
MIS	Manpower Information System
MISSA	Manpower Information Systems Support Activity
MISSO	Manpower Information Systems Support Office
MMPA	Master Military Pay Account
MMS	Manpower Management System
MOB	Mobilization
MOBDES	Mobilization Designee
MOBMCC	Mobilization Monitored Command Code
MOBRUC	Mobilization Reporting Unit Code
MOJT	Managed On-The-Job Training
MOS	Military Occupational Specialty
MPL	Military Payroll Money List
MPMC	Military Personnel Marine Corps
MPO	Military Pay Order
MPV	Military Pay Voucher
MSG	Marine Security Guard
MSN	Military Service Number
MSO	Military Service Obligation
MSS ACT	Military Selective Service Act
MTF	Message Text Formatting

## N

N/A	Not Applicable
NAC	National Agency Check
NAFI	Non-Appropriated Fund Instrumentality
NAR	No Action Required
NAS	Naval Air Station
NAVCOMPT	Navy Comptroller
NAVMC	Navy/Marine Corps
NAVWPNSTA	Naval Weapons Station
NCO	Noncommissioned Officer
NJP	NonJudicial Punishment
NMCRS	Navy & Marine Corps Relief Society
NOBE	Notice of Basic Eligibility
NOE	Notice of Eligibility
NPD	No Pay Due
NPP	No Payment for 60 Days
NPQ	Not Physically Qualified
NPS	Nonprior Service
NPS	NonPay Status for 30 Days
NROTC	Naval Reserve Officers Training Corps

# MCTFSPRIM

## O

O&M	Operations & Maintenance
OCC	Officer Candidate Course
OCS	Officer Candidate School
OFBD	Opfly Base Date
OHA	Overseas Housing Allowance
OIC	Officer In Charge
OJT	On-The-Job Training
OLD	On-Line Diary
OLDS	On-Line Diary System
OMPF	Official Military Personnel File
OPCON	Operational Control
OPFLY TIME	Operational Flying Time
OPFLY GATES	Operational Flying Gates
OPN	Open
OQR	Officer Qualification Record
OSD	Officer Service Date
OSGLI	Office of Servicemen's Group Life Insurance

## P

PAA	Personnel Administrative Advisory
PAAN	Pay & Allowance Advisory Notice
PARM	Parameter
PCS	Permanent Change of Station
PCSC	Permanent Change of Station Code
PCSO	Permanent Change of Station Orders
PCSOR	Permanent Change of Station Report
PCT	Percent
PDRL	Permanent Disability Retired List
PDS	Permanent Duty Station
PDTATAC	Per Diem Travel & Transportation Allowance Committee
PEB	Physical Evaluation Board
PEBD	Pay Entry Base Date
P-ELSIG	Personal Elsig
PEN	Program Element Number
PFT	Physical Fitness Test
PIN	Personal Identification Number
PLAD	Plain Language Address
PLC	Platoon Leaders Class
PLTN CODE	Platoon Code
PMA	Personal Mailing Address
POB	Place of Birth
POC	Point of Contact
POC	Privately Owned Conveyance
POE	Pay Option Election
POW	Prisoner of War
PRD	Period
PROC	Processed
PRR	Planned Reenlistment/extension/Retirement date
PRUC	Present Reporting Unit Code
PRUC	Primary Reporting Unit Code
PS	Prior Service
PSMC	Personal Statement of Military Compensation
PT	Point
PTCD	Projected Training Completion Date

## Q

# MCTFSPRIM

QBR                      Quarters Being Renovated

## R

RASC	Regional Automated Services Center
RCCPDS	Reserve Components Common Personnel Data System
RCN	Responsibility Center Number
RCO	Retail Clothing Outlet
RCRA	Reduced Clothing Replacement Allowance
RCSBP	Reserve Component Survivor Benefit Plan
RDRS	Reserve Diary Retrieval System
RECD	Received
RECSTAT	Record Status
RED	Record of Emergency Data
RELACDU	Released from Active Duty
REMMPS	Reserve Manpower & Management Pay System
RENBO	Reenlistment Bonus
RESADD	Reserve Address
RET	Retired
RFTC	Reason For Transfer Code
RFTF	Reason For Transfer Flag
RIDT	Rescheduled Inactive Duty Training
RINKA	Rations In Kind Not Available
RLB	Regular Leave Balance
RMC	Return to Military Control
RMP	Readiness Management Period
ROEP	Reserve Optional Enlistment Program
ROS	Record Of Service
ROTP	Reserve Officer Training Program
RPAAN	Reserve Pay & Allowance Advisory Notice
RPMC	Reserve Personnel Marine Corps
RRB	Regular Reenlistment Bonus
RRCR	Reserve Retirement Credit Report
RSPA	Requested Split Pay Amount
RTD	Rotation Tour Date
RTN	Routing Transit Number
RTR	Recruit Training Regiment
RU	Reporting Unit
RUC	Reporting Unit Code
RVN	Republic of Vietnam

## S

SAAN	Station Allowance Advisory Notice
SALTS	Streamlined Alternative Logistics Transmission System
SAO	Systems Assurance Officer
SAT	Satisfactory
SBI	Special Background Investigation
SCM	Summary Court-Martial
SDA	Special Duty Assignment
SDA PAY	Special Duty Assignment Pay
SDPI	Satellite Data Processing Installation
SECNAVINST	Secretary of Navy Instruction
SELSERVNO	Selective Service Number
SER	System Exception Report
SERAB	Selected Reserve Affiliation Bonus
SF	Standard Form
SFS	Satisfactory Federal Service
SGLI	Servicemen's Group Life Insurance
SGLV	Servicemen's Group Life (Veteran's)
SIA	Station of Initial Assignment

## MCTFSPRIM

SIEMS	Source of Initial Entry into Military Service
SIK	Subsistence In Kind
SITW	State Income Tax Withholding
SLB	Saved Leave Balance
SMA	Standard Maintenance Allowance
SMCR	Selected Marine Corps Reserve
SMOS	Supplementary Military Occupational Specialty
SNCO	Staff Noncommissioned Officer
SNM	Subject Named Marine
SOP	Standing Operating Procedure
SOPA	Senior Officer Present Afloat
SPCM	Special Court-Martial
SPD	Separation Program Designator (now SDN)
SPL	Special
SPL	Suspect Payment Listing
SRA	Standard Replacement Allowance
SRAA	Service Record Accountability & Audit
SRB	Selective Reenlistment Bonus
SRB	Service Record Book
SRBP	Selective Reenlistment Bonus Payment
SRIP	Selected Reserve Incentive Program
SSA	Social Security Administration
SSAN	Social Security Account Number
SSB	Special Separation Benefit
SSN	Social Security Number
STRCAT	Strength Category
SU	Subunit
SU/MA	Standard Utility/Maintenance Allowance
SUME	Standard Utility/Maintenance Expense
SWAG	Standard Written Agreement

### T

T/MR	Table of Manpower Requirements
T/O	Table of Organization
TA	Travel Advance
TAD	Temporary Additional Duty
TASO	Terminal Area Security Officer
TBS	The Basic School
TCS	Tentative Character of Service
TDRL	Temporary Disability Retired List
TDY	Temporary Duty En Route
TFRORMA	Total Force/Reserve Orders Request Management Application
TEMACDU	Temporary Active Duty
TL	Time Lost
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense allowance
TLPALW	Total Loss of Pay & Allowances
TODE	Transaction Of Data Extract
TR	Transportation Request
TRANS	Transfer
TRECON	Transaction Reconciliation File
TRF	Transaction Research File
TRICARE	TRICARE-Family Member Dental Plan
TSEB	Technical Skills Enlistment Bonus
TSO	Technology Services Organization
TSRDP	Tricare Selected Reserve Dental Program
TTC	Type Transaction Code

### U

U&E	Update & Extract
U&E CYCLE	Update & Extract Cycle

## MCTFSPRIM

UA	Unauthorized Absence
UAD	Unrestricted Active Duty
UCC	Unavailable Check Cancellation System
UCMJ	Uniform Code of Military Justice
UD	Unit Diary
UD/MIPS	Unit Diary/Marine Integrated Personnel System
UDP	Unit Deployment Program
UDS	Unit Diary System
UIC	Unit Identification Code
UM	User's Manual
UM OLDS	Users Manual On-Line Diary System
UMA	Uniform Maintenance Allowance
UNSAT	Unsatisfactory
USC	U.S. Code
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNR	United States Naval Reserve
UT	Utility/Recurring Maintenance Allowance

### V

VA	Veterans Administration
VEAP	Veteran's Educational Assistance Program
VEF	Validation Extract File
VIS	Video Inquiry System
VOQ	Visiting Officer's Quarters
VSI	Voluntary Separation Incentive Pay

### W

WCMAP	Weight Control & Military Appearance Program
WIA	Wounded In Action
WTA	Withholding Tax Allowance

### Y

YTD	Year To Date
YYMMDD	Year, Month, Day

### Z

ZIP	Zip Code
-----	----------

# MCTFSPRIM

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